TNI Information Technology Committee Meeting Summary
May 19, 2016

1. Roll Call

Participants	Present
Daystrom, William	X
Evans, Nick	X
Friedman, Maria	X
Hickman, Dan	X
Kuhn, John (Chair)	X
Parr, Jerry	X
Shepherd, Mei Beth	
Starr, Rip	X
Varner, Pam	
Ward, Keith (Vice Chair)	
Wlodarski, Jan	X

2. Approval of April 2016 Minutes

Motion to Approve: Rip Starr
Second: Maria Friedman
Approved: Unanimous

3. 2016 IT Committee Charter Vote

Unanimous Yes to the Final Charter.

Change to Section 4, Current Membership: For Nick Evans, remove his title and add company name. Jan will finalize the charter and send it for posting.

4. Member Benefits/Website Review

The page is up on the website: http://nelac-institute.org/content/membership.php. Anything that is not listed on this page means that anybody can access it.

5. Gen App Error

Server error – William knows what this is and will fix it. William will copy any changes made to the Gen App to Mei Beth so she knows.

6. IT Charter Goals/Objectives Prioritization

Almost everything in the Charter is either already done, is routine or ongoing with no real priority status – it's as it comes up except for just a few items:

- developing the Method Repository
- the Generic Application
- PT uploads
- LAMS for NGABs

Highest priority should be PT uploads and Gen App. The Method Repository and LAMS for NBAGs are longer term issues.

7.   LAMS, Gen App, Method Compendium Update

LAMS: Dan has been working with NJ. All their FOAs and demographics are up to date. He has been checking on the ABs, especially those with FOAs older than a month or so. Some still have real problems or are having trouble with their database. Dan has not heard back from IL and PA – they were ready, but nothing has shown up yet. Dan has had a request from TX to add an analyte code for the combo "total Chloroform and Ecoli."

GEN APP: Dan sent it, with instructions to KS. They were going to use it to generate FOAs. They've had it for a couple of months and so far, it appears that nothing is happening. Dan has sent emails asking for updates and if they need any help, but has had no response back.

METHOD COMPENDIUM/REPOSITORY: Dan is finished all the RAD methods except for just a few. There are some 27th ed. methods for HASL 300 that he is still looking for. He has a couple of questions that he wants to ask somebody and he may talk to the RAD group. The methods themselves don't include any QA – that's in the handbook. Dan is wondering if he should create a HASL 300 QA method that they can refer to. Maria likes this idea.

Other than that, Dan is down to the last of the USGS and oddball methods.

8.   Website Update

Judy Morgan is listed as a member of the IT Committee. She needs to be removed from the committee list

Activity on the website includes routine updates, 2 training events posted, completed a vote on an interim standard, and 42 sets of minutes posted since the last meeting.

For particular note, there were two service outages since last week. Due to the increasing unreliability of the equipment and environment upon which their servers operate, the ISP wants to migrate us to a new environment that they've set up. This means that by the end of June William needs to rebuild servers for all our websites, etc., and move all our data and databases. It is a big job. This was done about 2 years ago. William plans to move websites over Memorial Day weekend.

9.   Next Meeting: June 16th, 3pm EST