TNI Information Technology Committee Meeting Summary
July 18, 2013

1.   Roll Call

Participants	Present
Caldwell, David	
Clark, Arthur	
Daystrom, William	X
Friedman, Maria	X
Hickman, Dan	X
Kuhn, John (Chair)	X
Parr, Jerry	
Pierrot, Rebecca	
Shepherd, Mei Beth	
Starr, Rip	X
Varner, Pam	
Ward, Keith (Vice Chair)	X
Wlodarski, Jan	X
GUEST:	

June 2013 Meeting Minutes: Ok to send to William to post.

2.   Method Compendium Update (Dan)

The sample link to test at today's meeting is not working yet. It turned out to not be a simple thing to put that together. Once the link is working, we can look at it and decide if this is the direction we want to go or if we want to do something else.

Art is concerned about going through the complication of adding all the analytes, but sees it as a necessity (Dan). It is a lot of work, but we would lose function without attaching the analytes, i.e., we cannot do the general application without the analytes. We are not tracking FOAs or keeping a history of FOAs - only those that the lab wants to be accredited for.

Timeframe for implementation – any idea? The hard part is building the table and attaching analytes. Then William will have to decide on how he wants to deal with this/or if he wants to deal with it.

There have been no comments received back from anyone except Art and William. Dan will wait for more comments from the IT committee before rewriting the draft plan

3.   IT Charter Changes/Review

Objectives: any changes?
Success Measures: Functional National Database – replace this with Functional LAMS. We also need success measures for the general laboratory application, the methods compendium, and LAMS: Increase or complete participation of ABs in LAMS (we have their buy-in, they're just not doing the work)

3.   IT Charter Changes/Review cont.

Key Milestone: 2nd bullet – specify generic lab application form.
Meeting Schedule and People: This is a cut and paste mistake from the PTP committee.
Milestones in 2013: Most of these are Dan's milestones. Does William have any? Also include the use of web apps during meetings.
Strategic Goals and Objectives: TNI provides web-based education and training.
Balance: N/A (we don't have to be balanced)

We need to update the membership table. David is a non-nelap AB. Will pull current members from the committee roster on the web.

Jan will update the Charter for next review and update in September.

4.   IT Committee Program Review – San Antonio, TX Meeting

Meeting agenda will include: LAMS, General Lab Application, Methods Compendium, and Open Forum.

5.   LAMS Update (Dan)

Dan received an email from NY – they were trying to update their lab demographics but it didn't work. They haven't sent the file to Dan yet. He will take a look when he received it.

EPA Drinking Water has approved 84 new methods under their expedited approval process. The Method table has not yet been updated. They were using the year designated as approval, but now have approved the 84 new methods to the 22nd edition which creates some minor complications.

6.   Website Update (William)

William will make a list of website pertinent items that can be added to the Charter.

7.   Adjournment

Next call will be Thursday, September 19nd, at 3:00pm EST.