

# TNI Information Technology Committee Meeting Summary

## July 19, 2018

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### 1. Roll Call

Participants	Present
Daystrom, William	X
Evans, Nick	X
Friedman, Maria	X
Harrison, Paul	X
Hickman, Dan	
Kirkhman, Jennifer	
Parr, Jerry	X
Shepherd, Mei Beth (Chair)	X
Starr, Rip	
Ward, Keith (Vice Chair)	
Wlodarski, Jan	X

### 2. Approval of May and June 2018 Minutes

#### May 2018 Minutes

**Motion to Approve:** Nick Evans

**Second:** Maria Friedman

**Approved:** Unanimous

#### June 2018 Minutes

**Changes:** Section Four – 1<sup>st</sup> paragraph – both references to PTEC should be “PTPEC”.

**Motion to Approve:** Maria Friedman

**Second:** Paul Harrison

**Approved:** Unanimous

### 3. Website/Content Management/Internal Audit Database

**Content Management System:** William has completed his 14-step procedure on how to download the latest SOPs and Policies from PowerDMS and import them into the Content Management System, therefore updating the TNI website. The old SOP and Policies page is still up on the website. The 14-step procedure will be used every 2<sup>nd</sup> Friday after the BOD meeting. Jerry may need to “publish” additional documents in PDMS to get any missing SOPs/Policies showing on the website. He will check.

**Website:** Jerry sent William the comparison document which was posted at Noon. Jerry also mentioned adding links to this document on the Standards page... William will place these links on the website.

Regular website updates supporting TNI and its programs and members.

NEFAP EC vote ran 10 days and has been completed since the last call.

**Internal Audits:** No updates since last month.

**Coming up:** William will be working on the mobile website for conference between now and the beginning of the conference.

Are we doing the “daily download today’s presentations” again this year? Yes. William will make sure this is ready to go.

**4. LAMS/GenApp/Method Compendium Updates**

No updates this month.

**5. SOP 1-109 / Method Codes Discussion**

Hold until next monthly IT Committee meeting.

**7. Next Meeting: September 20, 2018 at 3pm EST/2pm CST.**

**Attachment 1**  
**AB Status Update as of 05-17-18**

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AB	Labs	Latest	FOAs	Latest
A2LA	0		0	
ANAB	0		0	
FL	317	4/3/2018	0	
IL	31	12/30/2014	4257	7/19/2016
KS	59	4/30/2015	0	
LADEQ	53	4/6/2018	1059	2/14/2018
LADHH	2	1/31/2018	2305	4/30/2018
MN	66	8/21/2017	23900	4/3/2018
NH	56	1/3/2018	40505	1/3/2018
NJ	35	9/13/2017	50874	8/23/2017
NY	406	5/6/2018	0	
OK	0		0	
OR	131	2/24/2018	75889	2/23/2018
PA	38	4/25/2018	196528	3/29/2018
PJLA	0		156	12/28/2017
TX	159	4/24/2018	68769	4/24/2018
UT	71	3/16/2018	40020	5/9/2018
VA	56	5/14/2018	60903	5/14/2018