TNI Information Technology Committee Meeting Summary
September 18, 2014

1.   Roll Call

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

Approve May 2014 Minutes:
Motion for Approval: Rip Starr
Second: Mei Beth
Approved: Unanimous

Approve June 2014 Minutes:
Motion for Approval: Rip Starr
Second: Mei Beth
Approved: Unanimous

Approve July 2014 Minutes:
Motion for Approval: Rip Starr
Second: Mei Beth
Approved: Unanimous

Post all IT Minutes for past months to website.

2.   IT Committee Quorum Discussion & Proposed Solutions

John reviewed applicable SOPs for this discussion and reviewed the attendance log since the beginning of the year in preparation for this discussion, and created a few proposals on how to handle the quorum issue:

SOP 1-101 Clause 7.1.1: Dan and William could be granted voting privilege.

SOP 1-102 Clause 7.3: Establish a quorum minimum requirement for three committee members? Too low a number.

SOP 1-101 Clause 7.5: Removal of committee members – would result in a smaller quorum needed, but not really wanting to use this.

Everyone likes the idea of allowing William and Dan the ability vote. William and Dan would both be okay with this idea. John should do an email ballot for this request to receive approval.

If someone abstains from a vote, does this affect the quorum? Robert's Rules – Jerry will send information to John so he can review and decide.

Perhaps we should ask those not able to make most of the meetings to commit to attending the meetings or to resign, and then the committee can handle it from there.

Everyone should use the accept/reject invite to the meetings so John knows who to expect on the call.

3.   **August DC Meeting Update – Attendees**

Dan –
o   **LAMS** presentation seemed to go well. The presentation should be online, but he hasn't seen it yet. William is waiting for the link to upload. Dan also needs to write an article for the newsletter.

o   The **Gen App** discussion was good. Attendees wanted to see more and had more questions that we haven't even identified yet, and were disappointed that we didn't have more to show them.

o   Attendees were interested in the **Method Compendium**. Dan had a few discussions with ABs regarding potential reports.

o   **FOAs**: We received positive (or no) feedback about listing FOAs for download for the labs (nothing negative). Dan has had requests from labs including if they can get a report of what's listed in LAMS for them. We could send an email to labs regarding LAMS regarding how they can look up their own information, link to the webinar, and how to export their FOAs.

o   Met with Scott Siders and worked out a deal to get all their information online. Dan is working with their IT representative to get their information online. PA – finished analyte codes, next up is the method codes. IL and PA should come online in the next few months, if not sooner.

o   We are running into issues with ABs – they are not updating their lab demographics regularly. There may be a lot in the database that needs to be updated. Still receive no response from NY. They are unresponsive to requests.

o   ABs are not doing the manual changing of lab status. Primaries are assigning new TNI numbers to labs when they change ABs, instead of using the lab's original number.

Jerry –
o   The conference was very busy. The largest attendance ever. A small issue occurred regarding PT Volumes 1 and 2: half of the Expert Committee didn't vote. Treated as an out of control issue and root cause/corrective action, and VDS is re-opened for vote.

o   Website needs improvement. Feedback from workgroup session on Friday is that the website needs improvement. Jerry has a conference call set up to get more details. It might be that the site is okay for members that are regular users and on committees, but for others that want to learn how to get accredited, etc., (i.e., the public) it's hard to use, but Jerry is unsure at this point. Does anyone want to sit in on the call? Jerry will send call info to the entire committee for the call.

4.   **Website**

IT Committees from earlier this year have been posted. No other updates at this time. Presentations from the Louisville meeting still need to be uploaded.

5.   **Next Meeting:** Thursday, October 16, 2014; 3:00pm EST