

## TNI Information Technology Committee Meeting Summary July 17, 2014

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### 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	
Pierrot, Rebecca	X
Shepherd, Mei Beth	
Starr, Rip	
Varner, Pam	X
Ward, Keith (Vice Chair)	
Wlodarski, Jan	

**Approve May and June 2014 Minutes:** Hold to approve at next meeting (September).

### 2. Quorum Discussion

Quorum for our committee, to vote on matters, is 5. Once again today, we cannot vote on the May 15<sup>th</sup> nor the June 19<sup>th</sup> call minutes. A discussion of “what a quorum is” ensued and SOP-102 was reviewed for guidance. Section 7.3 of the SOP talks about having a minimum of 3 members for a quorum to do things. This brings up some additional questions. John will follow up with Jerry regarding the issue.

There are several members that have missed several IT meetings, without response to John. John will be sending out a note to these members to see if they are still interested in being on the committee.

John also checked to see who would be going to the upcoming DC meeting: Rebecca, Dan, Jerry, and William will be in attendance.

### 3. Website Update

Both Dan and John sent their Louisville presentations to William to be uploaded to the website.

IT Minutes have not been updated on the website since November 2013. William will post the minutes through April (since May and June have not yet been approved).

The website move is complete.

### 4. General Application Plan

William will have something ready to show for the General Application in Washington, DC. He is working with Dan and will have some links for Dan to review before giving the presentation there.

### 5. Fields of Accreditation Issue

Rebecca went to the Lab Committee and no one had any objections to anybody being able to download the table for the Field of Accreditations. Jerry will send out a questionnaire to accredited labs regarding the issue to see if they have any concerns.

**6. Upcoming Conference Agenda**

Will Keith Ward be at the meeting? We do not know yet. John will not be at the meeting so if Keith cannot attend either, perhaps Jerry can help with the opening of the IT meeting at the conference.

**7. LAMS Update**

Dan received updates from 5 different ABs since the previous meeting. He is still working with some of them that have not done their updates.

**8. Method Compendium**

This is moving slowly. Dan has received lots of Lachat methods that he will be posting. Some of the methods have several copies with different dates and he is trying to decide which is the correct version to post.

**9. Next Meeting: September 18, 2014; 3pm EST**