

PTSOP minutes – Dec 2nd 2016

Attendees:

Stacey Fry

Nicole Carins

Gil Dichter

- Meeting was called to order at 1:35 PM
- Minutes from Sept. 9th, 2016– Nicole made a motion to accept the minutes and was second by Stacy. All present voted to accept the minutes. To request Shawn’s input/vote by email
- SP4-105: Ilona forwarded revision 1 working document. Nicole update the proposed changes requested by the Policy Committee.
 - A number of editorial changes were made.
 - Section 5. Added a bullet point to “adjourn meeting”
 - Clarification on 6.3.3.3 Deleted body and replaced it by committee or sub-committee.
 - 6.3.3.4 Changed majority to “full quorum vote”. Deleted the last sentence as we felt if a person was absent it is a non-vote. “Abstain” is still a vote!
 - 9.0 Deleted SOP1-105
 - Requested input from Ilona who updated the SOP to revision2 (section 10) with a new date of XX XX 17.
 - Motion by Nicole to approve the changes. Second by Susan. All present approved the motion. Requesting input for Shawn to send email for his approval.
 - Nicole to send the SOP 4-105 with the final changes approved by the committee.
 - Gil to forward the document to Maria requesting formal review by the PTPEC;
- The meeting was adjourned 2:10 PM. Motion by Nicole and second by Susan. All were in favor.
- The next meeting is scheduled for Jan. 6th at 1:30 PM

Respectfully submitted

Gil