

PTSOP minutes – May 27<sup>th</sup>, 2016

Attendees:

Ilona Tuaton

Susan Butts

Nicole Carins

Stacey Fry

Shawn Kassner

Gil Dichter

Meeting was called to order about 11:30 AM

Minutes from previous meeting were not available although SOP 4-102 was reviewed and changes made to it. The sub-committee agreed on changes and voted approval with the changes made and to send the updated SOP to the PTPEC for their final review.

At our meeting on May 27<sup>th</sup>, Committee reviewed the changes made by the PTPEC to SOP4-102 and sent back for the PTSOP for reconciliation. The proposed recommendations were reviewed by our committee although many were for clarifications. After review of the changes, Nicole volunteered to clean up the SOP and to send both the proposed changes and clean copy to the sub-committee for review. This to be discussed and finalized at our next meeting.

The meeting was adjourned at 12:30 as Gil had to make a flight. The next meeting will be at our regular scheduled time on Friday, June 10<sup>th</sup> at 1:30 PM