PTSOP minutes – January 11, 2019

Attendees:
Stacie Crandall
Reggie Morgan
Nicole Cairns
Susan Jackson
Shawn Kassner
Absent:
Stacie Fry
Dixie Marlin

Documents distributed prior to the meeting –
- SOP 4-102 updated 5-3-18 section 6-NC comments
- SOP 4-102 updated 1-7-19 redline
- SOP 4-107-Rev1-PTP-FoPT Table Management-11-21-13-Provisional
- TNI Policy Committee Meeting October 17-2014
- FoPT Updates Next Round_SOP Outline_draft – maria copy
- FoPT Updates Next Round _SOP Outline draft – nicole expanded
- PTExecComm-Minutes-8-9-16 Attachment F

Meeting was called to order at 1:00 PM (Eastern Time)
1. Discussed subcommittee SOP review and update submittal process to the PTPEC.
    a. Is the SOP subcommittee supposed to provide red lined versions of SOP updates to the PTPEC, or a clean copy, or both? – answer red lined version
2. SOP 4-102
    a. From Ilona – "Is it possible for your subcommittee to accept the changes, delete the comments, and finish cleaning up Section 6 in this SOP? There is reference to colors of text and what is added and what should be deleted. Since the colors are different in the two documents, I just want to be sure this section is done correctly and that all comments have been resolved."
    b. Subcommittee indicated the edits and comments were in response to Policy comments and should go back to the PTPEC as is.
3. SOP 4-107
    a. Reviewed TNI Policy committee comments on the SOP – see Policy minutes (section 3) from October 17, 2014.
    b. Review "FoPT Updates Next Round SOP Outline draft"
        i. Maria copy and Nicole expanded draft
        ii. Discussed procedure sections to incorporate into SOP 4-107 – sections 5.1, 5.4. Reviewed section 5.1 against SOP 4-107.
        iii. Discussed procedure sections to incorporate into SOP 4-101 – sections 5.2, 5.3, 5.5, 6.0
    c. Review PT ExecComm-Minutes-8-9-16 Attachment F
4. Next meeting to take place on Friday, February 8th.
5. Meeting adjourned at 2:30 p.m.

Respectfully submitted
Eric Smith