

PTSOP minutes – July 8th, 2016

Attendees:

Stacey Fry

Nicole Carins

Shawn Kassner

Gil Dichter

- Meeting was called to order at 1:30 PM
- Minutes from June 10th, 2016 – Shawn made a motion to accept the minutes and was second by Nicole. All present voted to accept the minutes.
- SP4-105: The committee continued to review this document and revisions made. This SOP was modeled after NEFAP. The documented will be updated by Gil and sent to the committee for review and input at the next sub-committee meeting.
- The meeting was adjourned 2:15. Motion by Shawn and second by Nicole to adjourn the meeting. All were in favor. There will be no tel-conference meeting as NEMC will be that week. The next meeting is scheduled for Sept.9th at 1:30 EDT PM

Respectfully submitted

Gil