

2010-10-05 TSC WGM Minutes

From HL7 TSC

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TSC Tuesday Luncheon meeting for 2010Oct WGM

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HL7 TSC Meeting Minutes		Date: 2010-10-05	
Location:		Time: 12:30 - 1:30 PM EDT	
Facilitator	Charlie McCay	Note taker (s)	Lynn Laakso
Attendee	Name	Affiliation	Email Address
.	Calvin Beebe	HL7 SSD SD	cbeebe@mayo.edu
x	Woody Beeler	HL7 FTSD	woody@beelers.com
x	Austin Kreisler	HL7 DESD	austin.j.kreisler@saic.com
x	Lynn Laakso (scribe, non-voting)	HL7 HQ	lynn@hl7.org
x	Ken McCaslin	HL7 TSS SD	Kenneth.H.McCaslin@QuestDiagnostics.com
x	Charlie McCay (chair)	HL7 TSC Chair	charlie@ramseysystems.co.uk
x	Charlie Mead	HL7 ArB	meadch@mail.nih.gov
regrets	Ravi Natarajan	HL7 Affiliate	Ravi.Natarajan@nhs.net
x	Ron Parker	HL7 ArB Alternate	rparker@infoway-inforoute.ca

x	John Quinn	HL7 CTO	jquinn@hl7.org
x	Gregg Seppala	HL7 SSD SD Alternate	gregg.seppala@va.gov
x	Helen Stevens	HL7 TSS SD Alternate	helen.stevens@shaw.ca
x	Ed Tripp	HL7 DESD Alternate	Edward.tripp@estripp.com
.	D. Mead Walker	HL7 FTSD Alternate	dmead@comcast.net
.	Jay Zimmerman	Ad-Hoc Member	.
Quorum Requirements (Co-chair +5 with 2 SD Reps) Met: yes			

Agenda

1. Roll Call and Introduction of visitors (including declaration of interests)
2. Additions to, and acceptance of, agenda:
3. Old Business:
 - Agenda topics from WGM
 - **Tabled Motion:** Approve #1636 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1636) Project Scope Statement for U.S. Healthcare Readiness Project (<http://gforge.hl7.org/gf/download/trackeritem/1636/7525/HL7USReadinessPSSv0r2.doc>) pending discussion of involvement by Government Projects
 - Product Quality Plan at Project Insight # 647
4. New Business
 - ArB
 - Action Item #1322 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1322) - ArB membership needs to be reviewed and re-confirmed biannually starting with this upcoming WGM.
 - Appointments for liaisons for those rolling off the TSC - ORC
 - **Tabled Motion:** that Education should not schedule education sessions for material that has not completed the appropriate approval processes unless explicitly approved by TSC
5. WGM Planning - agenda setting next two WGMs - agenda links
 - Schedule:
 - (January) *Review TSC Mission and Charter, Decision Making Practices*
 - (January) *Review TSC Decision Making Practices*
 - (May) *Review TSC Three-Year Plan*
 - (May) *Review TSC Communications Plan*
 - (September) **Review TSC SWOT**

Supporting Documents

1. <http://gforge.hl7.org/gf/download/docmanfileversion/5919/7654/HL7ARBMembershipasof2010-10-05.ppt>

Minutes/Conclusions Reached:

1. Roll Call and Introduction of visitors (including declaration of interests)
2. Additions to, and acceptance of, agenda:
 - Add Innovations report under new business.
 - T3SD request to Board under new business
3. Old Business:
 - Agenda topics from WGM
 - **Tabled Motion:** Approve #1636 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1636) Project Scope Statement for U.S. Healthcare Readiness Project (<http://gforge.hl7.org/gf/download/trackeritem/1636/7525/HL7USReadinessPSSv0r2.doc>) pending discussion of involvement by Government Projects
 - ACTION ITEM: Lynn will send email to Government Projects' cochairs.
 - Product Quality Plan at Project Insight # 647; Austin notes there has been no progress. Woody notes there will be a report on quality progress in the ballot. The TSC is struggling to make progress on both strategic and tactical issues simultaneously.
4. New Business
 - ArB
 - Action Item #1322 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1322) - ArB membership needs to be reviewed and re-confirmed biannually starting with this upcoming WGM.
 - Ron has a slide show (<http://gforge.hl7.org/gf/download/docmanfileversion/5919/7654/HL7ARBMember-10-05.ppt>) . Risks for preponderance of influence were discussed. Dale Nelson has resigned this year. Frequent guests include Steve Hufnagel, Marc Koehn, Karen Smith from the Technical Editor contract, Lynn Laakso and Cliff Thompson. The DOD/MHS has contributed significant work product to the efforts. Steve's contribution is insightful, relevant and applied. Ron moves and Ken seconds the nomination of Steve to the ArB. **Vote:** unanimously approved.
 - What about Cliff? Already have OntoReason represented but they need more head count to facilitate the work facing them. Helen asks if there is an outreach to others to join? Charlie McCay (CMy) asks if there are other architects we're aware of that could or should be invited to join. Ron says they need to balance the skill set beyond the building of the SAIF. John has noted that the updated SAIF documents are out there and available for comment but Ron notes that no one is breaking down the door. Projects are clamoring for ArB liaisons or facilitators for their efforts. ArB needs a Publishing liaison, another for I/C, MnM (Grahame is already an MnM cochair). CMy notes that Ann Wrightson and Bernd have both raised important issues. How do we deal with that? Do we invite others to help with the EA IP. There's someone from the Netherlands that has attended

ArB sessions from RIMBAA, Michael Van der Zel. Charlie Mead (CMd) notes that Koisch is actively involved with RIMBAA now.

- Appointments for liaisons for those rolling off the TSC – ORC
 - Helen said she'd be continuing with the ORC. Need to carry forward to a conference call.
- **Tabled Motion:** that Education should not schedule education sessions for material that has not completed the appropriate approval processes unless explicitly approved by TSC
 - Woody suggests we not place more rules around the situation. CMY notes that there are conversations happening with Education that indicate it will be resolved. Ken states that Education will be establishing a process perhaps similar to projects for new tutorials. The education co-chairs haven't talked to their group about it yet. Helen **withdraws the motion**.
 - Lynn asks if the action item was completed to communicate to the Security group on the motion that passed on Saturday to clearly identify their material as draft. There are sufficient conversations going on for this situation and the dust will be settling out now.
- Motion from T3SD: being that the Board is making decisions that affect some work groups without adequate communication and participation of the Work Group co-chairs. Motion was that Charlie ask the Board that if they're discussing work of the Education Committee to invite the Education Work Group co-chairs. Example given was on the change to the speaker compensation policy. John notes the problem is the load on the operations group of HL7. It was a budget decision. John notes the finance committee and operations committee are the ones to whom this request should be directed as those choices are recommendations from those subcommittees. Ken also pointed out that Board decisions are also not published in an accessible format, like the Update from the TSC. CMY would be happy to request they need to make better communication to the membership but he has done so before. CMY also notes that in the example in question it was raised in the TSC right away and forwarded to the financial and operations committees. Having committees represented directly on the Board is not the answer. You need to work with Finance committee. Education is developing their strategy at Bob Dolin's request.
- Innovations Report.
 - Received updates from some projects. Links to videos from prior submissions are lost and being followed up. GreenCDA was closed as an innovation, as it has been successful and balloted.
 - We developed a process. See visio flowchart. Woody asks if we shouldn't call the decision box for Value just a question on whether there is a sponsor. How will potential sponsoring Work Groups learn of an innovation they may be interested in? It will be on the wiki, and the innovators will have the onus to find supporters otherwise. Austin adds if it doesn't find a sponsor that may be the impetus to form a new work group.
 - Revisit on a conference call. Charlie thinks the next step is a page of description to identify risks.

5. remaining business items tabled.

1. WGM Planning - agenda setting next two WGMs - agenda links

■ Schedule:

(January) *Review TSC Mission and Charter, Decision Making Practices*

(January) *Review TSC Decision Making Practices*

(May) *Review TSC Three-Year Plan*

(May) *Review TSC Communications Plan*

(September) **Review TSC SWOT**

Actions *(Include Owner, Action Item, and due date)*

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Next Meeting/Preliminary Agenda Items

- Next meeting is Monday Oct 18th.

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- This page was last modified on October 27, 2010, at 18:05.