2010-12-06 TSC Call Minutes

From HL7 TSC

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TSC Agenda/Minutes

Meeting Info/Attendees

HL7 TSC Meeting Minutes Location: Dial 770-657-9270 and enter pass code 124466#	Date: 2010-12-06 Time: 11 am to 11:50 am EST early adjourn for the Board meeting
Facilitator: Austin Kreisler	**Note taker(s)**: Lynn Laakso

Attendee	Name	Affiliation
x	Calvin Beebe	HL7 SSD SD Co-Chair
	Woody Beeler	HL7 FTSD Co-Chair
x	Bob Dolin	HL7 Board Chair
x	Dave Hamill	HL7 PMO, invited guest
x	Austin Kreisler	HL7 TSC Chair, DESD Co-Chair
x	Lynn Laakso	HL7 staff support
x	Patrick Loyd	invited guest, HL7 T3SD
x	Ken McCaslin	HL7 TSS SD Co-Chair
x	Charlie McCay	invited guest
x	Charlie Mead (1st half)	HL7 ArB Chair
x	Ravi Natarajan	HL7 Affiliate Representative
	Ron Parker	HL7 ArB Alternate

regrets	John Quinn	HL7 CTO
x	Gregg Seppala	HL7 SSD SD Co-Chair
x	Helen Stevens	HL7 TSS SD Co-Chair
x	Ed Tripp	HL7 DESD Co-Chair
x	D. Mead Walker	HL7 FTSD Co-Chair
x	Jay Zimmerman	Ad-Hoc member

Quorum Requirements (Chair +5 with 2 SD Reps) Met: yes

Agenda

Agenda Topics

1. Introduction of visitors (including declaration of interests)
2. Agenda review and approval - Austin Kreisler
3. Approve Minutes of 2010-11-29_TSC Call Agenda
4. TSC Chair Transition planning update
5. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?
   action=TrackerItemBrowse&tracker_id=494) –
6. HL7 Chair or CEO Report – if available
7. CTO Report - John Quinn
8. ArB Report – Charlie Mead/Ron Parker
9. Affiliates Report – Ravi Natarajan/Jay Zimmerman
10. Domain Experts Report– Austin Kreisler/Ed Tripp
11. Foundation & Technology Report– Woody Beeler/Mead Walker
12. Structure & Semantic Design Report– Calvin Beebe/Gregg Seppala
13. Technical & Support Services Report- Ken McCaslin/Helen Stevens
    - Public Document section 2b of the PSS Template - Proposal (again) to Remove It -
      from email thread to list 11/24/2010 11:52 am
14. Membership Comments on Steering Division Reports
15. WGM Planning - agenda setting for January and May WGM (78 registered so far)
    - Working Group preparations - agendas (http://wiki.hl7.org/index.php?
      title=WGM_information)
16. Organizational Relations Committee update (semiweekly
    (http://www.hl7.org/concalls/index.cfm?action=home.welcome&listofwgids=112)) - Helen
    Stevens
17. Discussion Topics:
    - TSC SWOT - review and revise
    - TSC Decision Making Practices - draft based on new template
    - Proposed GOM revisions
      (http://www.hl7.org/documentcenter/public/wg/gno/RC1009%20Peer%20Review.zip) :
      Term limits

- Open Issues List (http://gforge.hl7.org/gf/project/tsc/tracker/?
  action=TrackerItemBrowse&tracker_id=313)

Supporting Documents

Minutes

Minutes/Conclusions Reached:
Austin convened the meeting at 11:04 am and thanked Charlie McCay for his efforts over the past three years.

1. Introduction of visitors (including declaration of interests) Dave Hamill will be attending; held up in HQ staff call.
2. Agenda review and approval - Austin Kreisler
   - No CTO report; address Dave's issues when he joins.
   - agenda approved.
3. Approve Minutes of 2010-11-29_TSC Call Agenda; Ravi abstains, passes (6/0/1).
4. TSC Chair Transition planning update
   - Today's is Austin's first chairing the TSC Call; officially passing the gavel.
   - Ken asks if he's serving a two year term or filling the remainder of Charlie's term. Austin's position will be up for election with the new chair's term starting January 1 2012.
5. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?
   action=TrackerItemBrowse&tracker_id=494) – none for today. Review next week.
6. HL7 Chair Report – Bob notes a tentative new approach on CTO evaluation process this year. Something on Surveymonkey sent to the TSC for the evaluation; more information coming. Evaluations based on strategic initiatives and criteria coming for next year. Austin is also a new board member.
7. ArB Report – Charlie Mead: last week's meeting reviewing meeting planning for Sydney. Technical editor on SAIF book contract ends in December so she's transitioning out. No plan at this time for continuing it. SAEAF tutorials planning: the overview has been well received but the implementation one needs some updating with lessons learned from recent experience with DOD and NCI. Charlie Mead sent the TSC the most recent NCI implementation Guide.
8. Affiliates Report – Ravi Natarajan/Jay Zimmerman: Ravi reports not much has been happening. Ravi is handing over the communications strategy project to Jay.
9. Domain Experts Report–Ed Tripp: PC problems and can't get the agenda, but nothing to report.
10. Foundation & Technology Report– Mead Walker: no new business since last meeting.
11. Structure & Semantic Design Report– Calvin Beebe/Gregg Seppala: Calvin notes some things are coming but nothing ready yet.
12. Technical & Support Services Report- Ken McCaslin/Helen Stevens
    - Public Document section 2b of the PSS Template - Proposal (again) to Remove It - from email thread to list 11/24/2010 11:52 am
      - Dave Hamill is on the call and discusses the emphatic request by the EC to remove the checkbox as it's not being used correctly.

13. WGM Planning - agenda setting for January and May WGM (78 registered so far)
   - TSC detailed agenda review next week.
   - The numbers are really low. What is the international distribution? Lynn might have more information on this by next week. International Council e-vote to fund some travel did not reached quorum. We should look at the projected effectiveness of the meeting and check in with key participants to see if they've registered yet. Helen notes there are measures intended for gauging effectiveness by the Sydney Organizing Committee; Austin would like to see those on the TSC agenda next week.
   - Working Group preparations - agendas (http://wiki.hl7.org/index.php?title=WGM_information)
14. Organizational Relations Committee update (semiweekly (http://www.hl7.org/concalls/index.cfm?action=home.welcome&listofwgids=112)) - Helen Stevens notes they haven't met.
15. Helen leaves the call.
16. Discussion Topics:
   - Proposed GOM revisions (http://www.hl7.org/documentcenter/public/wg/gno/RC1009%20Peer%20Review.zip) : Term limits
      - Bob notes there was not widespread support on the Board for this item but once suggested it needed to follow due process. Ken notes that this is not necessary, as we've seen turnover in the group. He also notes there is not a prescription for how long one must 'sit out' before being allowed to run again. Ken further notes that as this year's TSC Nomination Committee chair, it was difficult enough to find candidates and this would hamper the ability to find candidates. The possibility exists that a position could open and not be able to fill an empty slot. Ed adds he doesn't see the problem defined that this intends to fix.
      - Ken moves to reject this proposed revision; Ed seconds. Charlie McCay suggests we provide the reason that it would be difficult to find candidates and that since the T3F review will be done that this should be reviewed as part of that process. If things should change with more people showing interest in participating on the TSC we can revisit it. Friendly amendment accepted.
   - **Motion:** The TSC reject this proposed revision with the reason that it would be difficult to find candidates and that since the T3F review will be done that this should be reviewed as part of that process.
      - **Vote**: unanimously approved. Action item: Lynn will take an action to document this resolution and send to the GOC.
   - TSC SWOT - review for next week.
   - TSC Decision Making Practices - draft based on new template to be sent to the list, and reviewed next week.
   - Calendar for rest of month: 13th, 20th, 27th, and January 3rd. Ken reports he'd be unavailable the 27th, and 27th is bank holiday in UK, Ravi reports. Some members will be in transit or in Australia on the 3rd, so we'll cancel that too. Only two meetings left then, on the 13th and 20th. We can set up electronic votes for anything that comes up in the interim.

Adjourned at 11:48am EST

Next Steps

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

- Lynn will take an action to document the GOM revision suggestion resolution and send to the GOC.

Next Meeting/Preliminary Agenda Items

- SWOT, DMP, WGM preparation and registration status

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