

UHLS Automation Advisory Committee (AAC) – Meeting Minutes

8/08/2018

Attending: Deanna DiCarlo (UHLS), Jill Dugas Hughes (EGRN), Ryan Moore (COLN), Michele Reilly (VOOR), Melissa Tacke, Chair (CAST), Joe Thornton (UHLS), Natalie Hurteau (BRUN/GRAF), Catherine Stollar Peters (BETH)

Absent: Mindy Fowler

Guest: Mary Fellows (UHLS)

Call to order: The meeting was called to order by M.Tacke at 9:14 am

Approval of July minutes: M. Reilly moved that the minutes of the July meeting be approved. J. Thornton seconded. Motion approved.

M. Tacke has taken the position of Chair. N. Hurteau has taken the position of secretary, and committee members have offered to rotate the task of taking minutes.

MyCard: The committee reviewed the forms created by Deanna, and agreed that it needs work and decided to focus on the FAQ's and parameters. J. Thornton suggested the committee should focus solely the Mycard template for the time being. Open discussion on the value of the survey took place. It was agreed that it would be sent out later in September but perhaps to a smaller group.

The committee worked on reviewing and editing the document for the parameters on the mycard.

Task Items

Committee to review FAQ's to clarify for next month's meeting.

Next Meeting: Wednesday, September 12, 2018 9:00 am at UHLS (in the green conference room)

Adjournment: M. Tacke motioned to adjourn. Meeting adjourned at 10:54 am

Respectfully submitted, N.Hurteau