

ITAC

September 1, 2011

Attendance:

Katherine Lins
David McCulloch
Kevin Housel
Terri Moore
Bob Lent
Bob Kimbrough
Bob Swanson

Pete Cinotto
Boyce Blanks
Susan Trapanese
Ramona Traynor
Gary Fisher
Kate Flynn
Kim Martz

Bob Lent began the meeting with a reminder to the group about making their reservations and forwarding the information to Kim and Sheri.

Agenda Review

- The Town Hall meeting and Social Media Roundtable will be held in the Hotel;
ACTION: Kim to make sure this is noted on the agenda.
 - Look at the opportunities, dangers, and pitfalls of using social media
- **ACTION: Bob Lent will contact Brian Reece to confirm Brian's time slot on the agenda.**
- Terri will give an introduction on eFTP, and Melna or someone from her office will discuss proposed solutions.
- **ACTION: Bob Lent will contact Gregg Wiche with number of field trip participants.**
- Brief discussion about Stream View discussion
 - Sandy can call in
 - Jared Criscuolo can be on the call for a limited time, but will need to leave the call. Bob Swanson will notify Jared of this.
- Migration to SharePoint
- Succession planning needs to be discussed

Invitee Information:

Dan Cavanaugh has been invited to attend this ITAC meeting. Katherine commented that we need to make sure that the meeting is well-structured and runs smoothly. Woody Woodward (CR) was also invited, and he will attend the meeting.

Meeting Logistics Information:

The first day of the meeting will be held at the Hotel. We need to make sure our visitors know this. Bob Lent will put together a list of invitees, call-ins, etc. and forward to ITAC and invitees.

For our next call:

- Invite Nancy Sternburg to call in about the Bureau Web re-engineering project.
- Contact Dave Mueller about a follow-up for electronic data archiving

New Business:

There was no new business for this call.