



TIPS MONTHLY MEETING MINUTES

MARCH 8, 2011

09:30 – 10:30 AM CENTRAL TIME

ATTENDEES:

Dan Rivers, Lou Hamm, Dawn Trudeau, Matthew Moore, Jessica Villanueva, Min Kim, Debbie Dale, Kevin Garnett, Robert Welsh, Trish Smith, Dianne Osborne, Mike Richmond, Duane Matt, Iessha Moore, Steve Trujillo, Karyn Evans, Aldo Plascencia, Tom Cunningham, Susan Stoyek, Mike Dunn, Bill Card, Paul Behum, Li Tai Bilbao, Janine Ferarese, Randall Mills, Eric Perry

AGENDA ITEMS:

1. **TIPS ICR** – 3 years ago TIPS had an Internal Control Review and now it time for another one. Dawn Trudeau is in charge of this year's ICR. It is likely that the ICR will center upon software distribution and updates. A representative from each of the Appalachian and Mid-Continent regions is needed to participate in this ICR process. Debbie Dale has volunteered to participate.
2. **TIPS Software Updates Process** –The TIPS Software Updates and Distribution Process has been significantly revised to streamline the process and ensure that software updates are distributed in a timely manner. Trish Smith has taken over Lead Software Manager duties and will be the main contact for all software distribution. Software Managers should send all license information and software updates to Trish to begin the distribution process. Trish will be distributing guidelines and instructions to Software Managers soon.
3. **Status of the TIPS server for software downloads** – Dan, Lou, and Greg have met on this issue and there is a plan on putting up a SharePoint server that will have an authenticated login. There will be login names provided to the TIPS contacts in the states, tribes, and OSM offices. Those people will have to ability to download any software we decide to put on there. This process starts with a letter to the vendors. The letter will explain to the vendors the procedures that we have put into place to make sure their software is secure. We expect each of the software managers to send that out this letter to each of the vendors and get a response with permission to post their software on the TIPS download site. The letter is under development and should be distributed to Software Managers in the next two weeks.
4. **Software Updates** – AutoCAD, ArcGIS, Galena, StatGraphics, Earthvision, ArcPad, SedCAD, and RockWorks – The software is in the process of being tested after this process is complete the software will be distributed.

5. **New Technology Equipment** – Status – Eric Perry has completed testing of the Niton X-Ray Fluorescence device and it has now been sent to Larry Emmons in Alton. Larry Emmons will be in charge of distributing the device for loan to TIPS customers.

The two new thermal cameras are now available for loan, one is in Wilksbarre and the other is in the Western Region. Contact Duane Matt to borrow the thermal cameras.

There are also 2 new gas meters, both are with Ken Eltschlager for loan.

6. **Budget Update** – Dawn Trudeau and Steve Trujillo are working with Billie Clark to finalize the budget. Each of the TIPS Team budgets are essentially complete and Lou has begun sending them out. Just for everyone information there is no flexibility in each team's travel budget. What you see for your travel must be used for exactly what it says and nothing else. If your team elects not to use the travel it can then be re-distributed to other teams for their use.

NEXT MEETING: April 5, 2011, 10:00 AM Eastern, 9:00 Central, and 8:00 Mountain time.