**ACT Governance Work Group Meeting Minutes**

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| **Meeting:** | ACT Governance Work Group Meeting | | |
| **Date:** | 2/21/18 | **Location/Dial:** |  |

**Invitees and Attendance**

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| --- | --- | --- | --- | --- | --- | --- |
| Bob Toto | UTSW | A |  | Justin Starren | Northwestern | P |
| Dipti Ranganathan | Univ. of Chicago | P |  | Jim Cimino | UAB | A |
| Bill Hogan | Florida | A |  | Peter Winkelstein | UB | A |
| Robert Schuff | Oregon | P |  | Sanjay Sethi | UB | A |
| Umberto Tachinardi | UW Madison | A |  | Elaina Sendro | The Chartis Group | P |
| Russ Waitman | KUMC | A |  | Other: Lindsay Lennox | | |
| Sean Mooney | UW | A |  |

P = Present A = Absent

**Meeting Notes**

| Topic | Discussion Points | Notes/Follow-up |
| --- | --- | --- |
| Review governance document revisions | * Discuss removal of i2b2 plugin components from governance documentation until broader communication is provided | Elaina and Lindsay explained the recommendation to remove i2b2 plugin reference from the governance documentation  -There has not yet been an official, network wide communication regarding the plugins, what they are and their intended use  -Suggestion to release another governance document version after the plugins are communicated broadly to the network  Comments from the call include:  -We should keep the plugins on everyone’s radar; still good to have some reference to Aim 3 in the governance document  -There already exists other content in the governance document on participant identification  **Decision:**  -Those in attendance agreed to define participant identification in the definitions section to set the stage for participant identification. They also agreed to remove any reference to the plugins, as they are a technology component and will be referenced elsewhere when necessary.  -It was also discussed and decided to keep the data concierge/honest broker definition |
| Discuss plans for sharing governance documentation to the network | * Review ideas for sharing changes with the network to allow for open comment | Lindsay explained the plan to capture governance documentation updates in a survey format, allowing sites to select if they feel comfortable with the change or not. This will allow us to keep track of site concerns and validate what is a non-issue.  Elaina will follow up with sites who express concerns regarding any governance documentation update.  Lindsay will update the survey questions and responses, including adding a qualifying standard (concern, needs reapproval, showstopper). |
| Next Steps | * Other topics? * Next meeting: 3/21 | We will review the survey Lindsay is pulling together at this meeting. |