

Change Management Board Conference Call

Date: July 6, 2010 0900 – 1200

AGENDA ITEMS:

Attendees Roll Call -

James Chapman, Mac Weaver, Mike Brown, Amanda Rohrich, Doug Benton,
Karen Mason, Bob Behrner, Becky Robertshaw, Mark Garland, Pat Nooney,
Andy Gray, Jeri Billiard.

Chad is not planning on attending the meetings unless we need him.

General Business - Do we need an Agenda Item Request Form? No, James will send out notice ahead of time asking for agenda items.

Quality Center Access - Requested two volunteers to take on posting to the Quality Center. Amanda and Becky volunteered. James will forward their names, home unit, e-mail and phone info to Tom Sacher.

Membership Form – Member Contact List: Carla Sartwell won't be on the CMB. James will check with Southwest Region for any suggestions on a replacement. James will add the contact phone and e-mail to the list for each member.

CR Tracking Log – OK as is

CR Form Review – Andy will change the description block instructions to read “Enter a detailed description...” Send any suggestions on changes to the CR form to Andy by 7/16/2010. Andy will have a CMB link added to the ICBS-R web site. Members are encouraged to make suggestions for the web site so Hallie can make the changes.

CR Review Notes (Attachment B of June 24th e-mail from James) – Will use as internal documentation of CMB actions on each CR.

Review Previous Change Requests – See CR Review Notes:

CR 504
CR 608
CR 610

New Change Requests – See CR Review Notes:

CR 435
CR 537
CR 612
CR 613
CR 615
CR 620
CR 569

ACTION ITEMS – DUE DATES:

Quality Center Access names, James will submit
Suggestions on CR form to Andy by 7/16/2010
Membership list, James will update and send out
Region 3 member, James will make contact for new member

OLD BUSINESS:

James will forward Tory's notes from the June Boise meeting when he gets them.

NEW BUSINESS:

Discussed how the CR process fits into future updates to the system. CMB needs to be in front of future builds/updates by having the CR's reviewed, so approved CR's can be implemented. The next release of ICBS-R at the end of July will include the CR's we went over today.

NEXT CALL / MEETING DATE: ~~July 13, 2010, 0900 CDT.~~ ****Update** this conference call has been postponed to a later date.**

Meeting adjourned at 10:30 MDT