

**NRCG Business Committee Meeting
03/21/2012**

Action Items:

What	Who	When
Review transport cheat sheet language and get comments to Debby W. Debby will compile comments and work with Tim and Kevin if needed. Will get final language to Tracey for the NRCG website.	All members	March 30
Complete the vehicle credit card list and get it to Tim Murphy.	Joli and Amanda	April 5
Send to the committee, new documents related to rental vehicles via EERA for each agency to specialize	Joyce	March 28
Pencil changes to DOI Vendor Payment document and All-agency processing grid. Send changes to Bidy. She'll update the electronic version and route around for final review.	All agency leads.	March 30
Pam will talk to CJ about SW zone's presentation of S261 without S260 in the classroom.	Pam Okon	today
Business message Mini-Guide: update the materials when the IIBMh white pages come out	Lily Huskey	When IIBMh comes out
Jeopardy game: Joyce will route around an electronic copy for S260.	Joyce	Immediately
Cheat sheet on how to utilize ICPI personnel within Finance. Roles & responsibilities, etc.	Debby, Kevin, Tim	After course is presented
Webinar: Solicit for topics (Lily), coordinate the class (Tracey) Help with presentation (Bidy & Pam), manage questions (Joli)	Tracey, Lily, Bidy, Joli, Pam	Cadre Conf call Mon 4/23 1100. Tracey will send out conf call line info,
Laptop issue: What is the problem? Find out and report back.	Deanna thru Tyler	Currently working on.
PII & computer security guidelines: update information and make any changes as necessary.	Lily and Deanna	April 30
Clean up decision documents / templates and website	Pam and Tracey	March 30
Add "reported by" line to finance evaluation: Lily	Lily	End of next week
Final review of Chapter 10	Lily, Terri	March 30
Review the charter: regarding Buying Team coordination, and regional contracting participation / subject-matter-experts. Add position as necessary (geographic-level xxxx)	Pam, will route for committee review	By NRCG BOD fall meeting.