



**X12N TGA/WG4 Procedural Review and Education Work Group
September 15-19, 2019
Pittsburgh, PA**

Group Leadership			
Chair Name	Company	Term End Date	Email
Laurie Burckhardt, Convener	WPS Insurance Corp.	Fall 2019	Laurie.burckhardt@wpsic.com
Secretary Name	Company	Term End Date	Email
Deb McCachern	Change Healthcare	Acting (Meeting Only)	dmccachern@changehealthcare.com

Quorum Requirement Statement	
<i>This group enforces quorum requirements for group voting items.</i>	
<i>This group does not enforce quorum requirements for group voting items.</i>	X

Scheduled Meetings				
Type of Meeting	Date	Location/Conference Call	Contact	Agenda
Current Meeting	Sept. 15-19, 2019	Westin Convention Center 100 Penn Avenue Pittsburgh, PA 15222 412-281-3700		<ul style="list-style-type: none"> Elections for two vacant co-chair positions
Next Standing Meeting	Jan. 26-30, 2020	Hilton Portland & Executive Tower 921 SW 6th Ave. Portland, OR 97204 (503) 226-1611		<ul style="list-style-type: none">
Interim Meeting	1 st Thursday of month, 10-11 ET	Conference Call	Deborah Conklin	<ul style="list-style-type: none"> See iMeet for meeting information
Management Meeting	N/A			<ul style="list-style-type: none">



Co-chair Election	Term End Winter 2021	Election Date: 9/17/2019			
Nomination					
	Candidate(s)				
	Deborah Conklin				
	Motion				
	Motion to nominate Deborah Conklin				
Vote	Motion Made by	2nd By	Approve	Disapprove	Abstain
	Pat Wijtyk	Laurie Burckhardt	3	0	0
Election					
	Motion				
	Motion to elect Deborah Conklin by unanimous consent.				
Vote	Motion Made by	2nd By	Approve	Disapprove	Abstain
	Pat Wijtyk	Laurie Burckhardt			
Election Results	There were no objections to election by unanimous consent. Deborah Conklin elected.				

Co-chair Election	Term End Winter 2020	Election Date: 9/17/2019			
Nomination					
	Candidate(s)				
	No nominations. Nominations remain open for the next Standing Meeting.				
	Motion				
Vote	Motion Made by	2nd By	Approve	Disapprove	Abstain
Election					
	Motion				
Vote	Motion Made by	2nd By	Approve	Disapprove	Abstain
Election Results					



Voting Item:		Vote Date: Click or tap to enter a date.			
Type	Issue Description				
Choose an item.	No voting items				
	Motion				
Vote	Motion Made by	2nd By	Approve	Disapprove	Abstain
Discussion					
Result					

Key Discussion Items
Discussion
Items to pursue by new co-chair
Decisions
Discussion
Decisions
Discussion
Decisions
Discussion
Decisions

Informational Forum or Joint Meeting Notes:	
Topic	Date: Click or tap to enter a date.
None	
Notes	