



**X12N TGA WG3 Documentation Management
January 26-30, 2020
Portland, OR**

Group Leadership			
Chair Name	Company	Term End Date	Email
Nancy Senato	Aetna	Summer 2021	SenatoN@aetna.com
OPEN		Fall 2020	
Secretary Name	Company	Term End Date	Email
OPEN Deborah McCachern, Acting	Change Healthcare	Appointed (Thru Season YYYY)	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	Jan. 26-30, 2020	Hilton Portland & Executive Tower 921 SW 6th Ave. Portland, OR 97204 (503) 226-1611	Nancy Senato	<ul style="list-style-type: none"> Co-Chair Election Documentation Workflow and Library Abstract documents
Next Standing Meeting	May 31 – Jun 4, 2020	Hyatt Regency Jacksonville Riverfront 225 E Coastline Dr. Jacksonville, FL 32202 (904) 588-1234	Nancy Senato Sandra Jamison	<ul style="list-style-type: none"> Review Documentation Abstract
Interim Meeting	2 nd Wednesday of the Month at 3:00 PM ET	Webinar information will be posted prior to meeting	Nancy Senato Sandra Jamison	<ul style="list-style-type: none"> Documentation Workflow Revisions
Management Meeting				



Co-chair Election	Winter 2022		Election Date: 1/28/2020		
Nomination					
	Candidate(s)				
	Sandra Jamison, nomination accepted				
	Motion				
	Close Nominations				
Vote	Motion Made by	2nd By	Approve	Disapprove	Abstain
	Jeremy Trammel	Nancy Senato	2	0	0
Election					
	Motion				
	Elect Sandra Jamison as TGA/WG3 co-chair, term end Fall 2020, by unanimous consent.				
Vote	Motion Made by	2nd By	Approve	Disapprove	Abstain
	Nancy Senato	Jeremy Trammel	2	0	0
Election Results	Motion carries				

Key Discussion Items
Discussion: Documentation Process
<ul style="list-style-type: none"> Reviewed process for documentation updates.
Decisions

Informational Forum or Joint Meeting Notes:	
None	Date: 1/27/2020
<ul style="list-style-type: none"> 	
Notes	
<ul style="list-style-type: none"> 	