

Meeting Title	User Group 10- Mail Acceptance and Payment Kick-Off		
Date	9/15/2015	Time	10:00 am – 11:00 am EST
Location	WebEx		
Attendees			
Heather Dyer	Christine Simone	James Duffy	Mark Williams
Adam Racine	Danielle Hobart	Jason Desplechin	Meredith Ortiz
Alice Manack	David Gorham	Jesse Davidson	Michelle Hilston
Angelo Anagnostopoulos	Dennis Kaylor	John D Thackray	Mike Tate
Anna Klein	Doug Frischmann	Ken D Thackray	Nancy Garrison
Annette Rekowski	DR M	Ken Metroff	Paul Kowlakas
Bob Rosser	Erv Drewek	Leanne Herman	Rhonda Mitchell
Catherine Rose	George Papadopoulos	Linda Gustason	Rich Domagala
Charley Rose	Holly Kozlencer	Lynda Hurley	Rose Flanagan
Sharon Harrison	Sherry Burbach	Steve Krejcik	Susan Pinter
Tim Nigbur	Tom Glassman	Ty Inman	Verdonna Hudson
Watt Bryan	Maribeth Duff	Mina Kwon	Malaki Gravely
Jennifer Howard			

*Attendance was captured at the beginning of the meeting

Purpose of Meeting	To discuss User Group #10 mission, scope, issues/clarification items, and next steps for the next meeting (recurring bi-weekly)
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Topics Discussed

Introduction with User Group mission statement and scope (Bob)

- Open discussion on what else the group wants to see added to the scope
 - Angelo A.: Want to make sure we carefully coordinate with UG3 for eInduction
 - Tom G.: Would like to discuss thresholds
 - How they're modified and derived
 - How it's going to affect us
 - How changes are calculated
 - Dennis K.: Future of Optional Procedures
 - Retirement of what may become obsolete – Seamless and eInduction supersede OP
 - Sherry: Extend that to all system agreements, not just OP
 - Susan P: Universal process with verification – how we're implementing the rules should also be standardized across the board since depending on different areas and facilities, there are different ways of accepting the mail (e.g. sacked mail not accepted in Chicago)
 - Sharon H.: Is DMU being eliminated? Would this UG evaluate and plan to close DMUs?
 - Heather: Due to having to keep sampling, there is no immediate plan to close them right now. However, this is a good discussion point in the long term when the system and SOX process are finally automated
 - Heather D., James D., and Bob R. will coordinate with other UG leaders to discuss and share topics that affect multiple UGs, so we're not operating in siloes

Discussion items listed on slides 5 & 6 of the presentation deck (Bob)

- Full Service policy discussion and presentation of scorecards are included here
- Linda G: More discussion on what the details are on these topics, and how they're prioritized would be helpful since there are a lot to digest
- Heather: Would like to receive requests from this UG for agenda topics that we want to discuss immediately in the next meetings so we can drive the prioritization of discussion.
- James: The list contains general topics that the group can discuss. Heather and James will also determine any hot issues/topics that need to be discussed right away and bring to the group's attention

Streamlined Mail entry Publication on slide 7 of the presentation deck (Heather)

- These topics have been discussed in many forums such as MTAC
- There are a lot of updates happening on the Guides – working to determine how often we should updates, how to note what has been updated, and etc. Working with Meredith Ortiz on the updates
- TT23 will be the main reviewer of the document. Working first to implement the Full Service part
- Table of Contents of the document was reviewed – broken by overview and chapters – FS Intelligence Mail, Move Update, eInduction, and Seamless Acceptance
 - Steve K.: Suggest having enough details in the change log to make sure it has an adequate change description for reader's understanding
 - Linda G.: PostalOne Tech Specs document would be a good example that shows detailed change log and where the change was made. It also includes the change log in the front of the document rather than at the end. Also request making the table of contents clickable, especially for a large document. Heather will take it as an **action item** to add.
- Progress of the updates will be shared with the group. Perhaps get volunteers to review when it's ready.
- Jennifer H.: Payment Modernization UG is determining permanent settings – surveys will go out this week and planning to meet biweekly starting next week. Topics regarding Payment Modernization (restructure of CAPS) are handled in that UG

Wrap-up

- Next meeting planned for Sept 29th, 10am (biweekly). Meeting decks/materials will be shared prior to the meeting and meeting notes will be sent out after the meeting.
- Send any questions/feedback/suggestions for topics via email to Bob, James, and Heather

Action Items

#	Accountable Person	Action Item	Open Date	Due Date	Status (New, In-Progress, Closed)
1	Heather Dyer	Look into making the electronic version of publication's Table of Contents clickable	9/15/15	9/28/15	New