

<b>Meeting Title</b>	User Group 10- Mail Entry and Payment		
<b>Date</b>	06/07/2016	<b>Time</b>	10:00am – 11:00 am EST
<b>Location</b>	WebEx		
<b>Attendees</b>			
Heather Dyer	Joshua Pawlak	Sharon Harrison	
James Duffy	Judy Kalus	Steve Krejck	
Angelo	Kurt Ruppel	Tom Glassman	
Anne Skroch	Linda Gustason	Trista Niswander	
Arlene Zisow	Lisa Wurman	Verdonna Hudson	
Bob Rosser	Lynda		
Bob Schimek	Malaki Gravely		
Catherine Rose	Maribeth Duff		
Dale	Mark William		
Dan	Nancy Garrison		
David Gorham	Parth Shah		
Doug Frischmann	Randy Randall		
Erv	Randy Workman		
Jamie Freeman	Reshma Ambore		
Jim	Ronda Mitchell		
John Whittington	Roger Mancilla		

\*Attendance was captured at the beginning of the meeting. Call-in Users who did not identify their names were not captured.

<b>Purpose of Meeting</b>	To provide update on Mailer Scorecard, publication and discuss concerns on undocumented process
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## Topics Discussed

### Federal Register Notice (Heather Dyer and Catherine Rose)

- Federal Register Notice was sent out in November 2015 and there was comment period
- Threshold change from 0.8% to 0.5% in the scorecard
- The slide was used to explain in detail why the number was changed to .5% from .8%
- In the original Federal Register we had 75% adoption and now it is changed to any eDoc submitter who prepares Full Service mail will be moved over to the census measurement
- Periodicals will not be include in the census measurement or assessments, information will still be provided for the Periodical mailers
- Proposal to extend free ACS to all basic automation and non-automation pieces, they have to meet the following requirements
  - 95% volume as FS
  - Unique IMb with ACS
  - IMb included in eDoc
  - By/For identified correctly in eDoc

- Enhancements to scorecard on the Move Update would be the following:
  - Added Nixie Data summary to the scorecard, this will be broken down in separate line
  - Added Move Update eligible pieces to scorecard
  - Separated Periodicals from Census/Assessments, not included in the threshold
  - Provided Move Update compliance threshold to the Mail owner/ Mail preparer view in percentage from on the scorecard
- All the questions and concerns were addressed/answered using demo slides

#### Update to Microstrategy 10.2

- Internal testing complete and update to MicroStrategy 10.2 needs to be implemented soon
- One issue was discovered during the testing for Mailer when logged in as Mail owner or mail preparer with 65 or more mail owners or preparers. The time taken to load the data is too long or sometimes is not loaded. The view is not getting populated and we have a work around solution for it.
- We will have a separate link to access the scorecard details report where Mailer can query and download the data in excel file format or view the data
- All the questions and concerns were addressed/answered.

#### Full Seamless

- Full Service has to be at least at 90 % or more
- Then the Mailer can be moved to Seamless and the BMS analyst will provide all the help to move the CRIDs to seamless parallel
- During the transition phase the analyst will help you with how to stay below the thresholds that are set
- All the mail pieces must have a unique barcode and must be included in the eDoc for all mail pieces
- We are using sampling process to comparing the pieces

#### Wrap-Up

- Add the topics Steve Krejcik suggested to the discussion topics.
  - Discuss manual sampling and mail quality percentages and how its going to be used in the future
  - General discussion around mail sampling
  - What sampling is taken and how it is used in the metrics
- Share Postage Adjustment Factor (PAF) with live data on Seamless and details to understand it better

#### Action Items

- No new actions