

## MEETING MINUTES

<b>Project Name:</b>	SCEIS Change Advisory Board Meeting		
<b>Date of Meeting:</b>	Thursday, August 21, 2014	<b>Location:</b>	1 <sup>st</sup> Floor Governor's Conference Room Wade Hampton Building
<b>Minutes Prepared By:</b>	Chrystal Laughlin		

### 1. Purpose of Meeting

General CAB Business: Review proposed changes to CAB Charter; discuss RFC Master List and Risk Evaluation Form; discuss nominations for Vice Chair and new members; establish agenda items for next meeting.

### 2. Attendance at Meeting (add rows as necessary)

Name	
Bruce Burnett	SCEIS Team
Kimber Craig	Budget and Control Board
Chuck Fallaw	State Treasurer's Office
Steven Lake	B&CB – Division of State Information Technology
Larry Mallett	SCEIS Team
Tracy Powers	SCEIS Team
Stephen Pullie	Department of Juvenile Justice
Renee Rochester	Budget and Control Board
Beth Quick	State Budget Office
Sam Wilkins	State Human Resources Division
John White	State Purchasing Office
Brit Moyer	IBM
Angie Young	SCEIS Team
Josh Baker	Governor's Office
Ryan Burnaugh	SC House of Rep. Ways and Means Committee
Doug Cooper	SCEIS Team
Wanda Dixon	SCEIS Team
Scott English	Education Department
Anjali Griffin	Comptroller General's Office
Lisa McCloud	Education Department
Cassandra Alston	SCEIS
Scott Houston	SCEIS
John Taylor	SCEIS
William Bray (by phone)	Department of Social Services

### 3. Meeting Minutes

#### General Discussions –

- a. Chuck Fallaw opened the meeting, conducted the welcome and facilitated adoption of the meeting agenda and minutes from the previous meeting. The minutes were adopted.
- b. Chuck Fallaw introduced new CAB members, William Bray (Community At-Large Member) and John White (State Purchasing Office Member).
- c. CAB membership terms ended for Steve Pullie and Scott English. Chuck Fallaw recognized Steve Pullie and Scott English for their service on the CAB.
- d. John Taylor presented three new informational RFCs and provided a SCEIS Reporting update. John Taylor also provided a SCEIS Training update and presented an update of current SCEIS projects.
- e. Chuck Fallaw and Tracy Powers facilitated the election of the CAB Vice Chairperson. Anjali Griffin was elected as Vice Chairperson.
- f. Tracy Powers reported that two nominees have been submitted for the CAB Materials Management User Group Representation. The election will take place at the SCEIS User Group meeting on August 22, 2014.
- g. Chuck Fallaw adjourned the meeting.

### 4. Decisions *(add rows as necessary)*

Decision	Date
No RFCs/ decision items were discussed at this meeting.	

### 5. Action Items *(add rows as necessary)*

Action	Assigned to		Due Date
None			
<b>Next Meeting:</b>	Thursday, October 23, 2014	<b>Time:</b> 3:00 p.m. to 5:00 p.m.	<b>Location:</b> 1 <sup>st</sup> Floor Governor's Conference Room Wade Hampton Building