

## **Foundation Weekly Meeting Minutes**

### **February 1, 2011, 9:00am-9:30am**

Attendees: Chien Shih, Jennifer Dirking, Joe Lampo, Robin Lyssenko, Kathy Nguyen, Ron Rayas, Tom Roza, Francis Ramirez, Laura Woodworth and Kari Elliott (note taker).

1. TST8 Conversion Process to TRN8:
  - Validation tables not completed yet.
  - Would like to start uploading to TRN8 next week.
2. Technical Conversion – SGHE:
  - SGHE recommends nine scripts – Joe will follow up.
  - Mapping not complete – need help from SGHE.
  - Need to map designation & designation loader and prospect management.
3. Conversion Tool/GPSynch:
  - Create exception list – will have to fix manually.
4. Security Set Up In TRN8:
  - Who should have access to what.
  - Role based security.

#### **Action Items:**

1. Spreadsheets for Rule and Validation table. (Robin/Noelle)
  - Preliminary review; certified by February 7, 2011.
  - Begin conversion; test loading spreadsheet.
2. Donorwork Data Conversion. (Ron, Joe, SGHE)
  - Ron will work with Robin to identify designation & designation loader and prospect management in Donorwork – SGHE will map over.
  - Have in TRN8 by end of month.
3. Security Set Up.
  - Discuss at February 8, 2011 meeting.
  - Will invite Bill Baldwin (security officer) to meeting.

Should start upload process February 15, 2011. Noelle Hylton (SGHE) will be on site the week of February 22, 2011 to verify.