

## TRC Meeting Minutes

Date: February 4, 2016

Time: 10:00 AM

Location: DTI GRAND CENTRAL, Room 205

Member	Person Representing (print name)
DTI – Director/CIO	Peter Ambs
DTI – Application Manager	Brian Osterloh
DTI – Communications Manager	Polo Fierro
DTI – Infrastructure and Operations Manager	Andre O’Brien
DTI – ERP	Andrea Romero
DTI – APD	Mark Leech
AFD	
Animal Welfare	
Aviation	
Cultural Services	Dave Mathews (Guest: John Mark Collins with <b>ideum</b> ).
Cultural Services - Library	John Meier
Environmental Health	
Family and Community Services	
DFAS – Purchasing	Elaine Sacoman
DFAS – Risk Management	
Internal Audit	
Municipal Development	Paul Crickard
Parks and Recreation	
Planning	
Senior Affairs	
Solid Waste Management	
Transit	Ron Dupuy, proxy for Narong (Joe) Saraphon

WHAT	WHO	TIME	AGENDA
<b>Housekeeping:</b>			Next TRC Meeting is on February 18, 2016.
Call to order	Andre	0	The meeting was called to order at 10:16 am.
Roll call	Sylvia	0	There was a quorum.
<b>Approve of the Agendum:</b>	Andre	10 min	Motion by Brian Osterloh, second by Dave Mathews. Motion Carried unanimously
<b>Review Minutes from Previous TRC</b>	Andre	1	Last meeting was held on January 21, 2016, attached to the email. Motion to approve Minutes for January 21, 2016 meeting by Brian Osterloh. Second by Mark Leech. Motion carried unanimously.
<b>Routine Business:</b>		0	
<b>Review TRC Request</b>	All	12	<ul style="list-style-type: none"> <li>• <b>Balloon Museum - Ideum Interactives (Dave Mathews)</b>, \$105,525.00. Creative development, software and hardware of two (2) touch screen computer interactive exhibits for the Balloon Museum's STEM-based initiative, The Weather Lab. The interactives are being designed by Ideum, a Corrales-based company that has sole source rights to the product.</li> </ul>

			<p>Ideum specializes in high-end computer-based museum exhibits, writes the software and builds the hardware for these exhibits. The quote is broken down by the two interactives. There are some in-kind costs being provided by the museum, which are listed within the quote document and reflected in the overall project cost. The Weather Lab is a STEM-based initiative that will serve as part of an overall strategy toward gaining accreditation for the Balloon Museum. The interactives are a major component of the entire exhibit, and will provide high-quality, hands-on experiences for visitors to The Weather Lab, which will be opened within the next 12 months.</p> <p><b>Guest, John Mark Collins with Idem provided a presentation to the TRC members, regarding the purchase of the creative development, software and hardware of two touch screen computer interactive exhibits for the Balloon Museums.</b></p> <p><b>Mark Leech made a motion to approve, second by Dave Mathews. Motion carried unanimously.</b></p> <p><i>TRC Request will be added to the ISC Agenda.</i></p>
<b>Review and Approval of Policies, Procedures &amp; Standards</b>	All	1	<p>Policies, Procedures &amp; Standards</p> <ul style="list-style-type: none"> <li>• New: <ul style="list-style-type: none"> <li>• Revised: <ul style="list-style-type: none"> <li>○ Policies <ul style="list-style-type: none"> <li>○ Security</li> <li>○ General</li> <li>○ Hardware/Software</li> </ul> </li> <li>○ Standards <ul style="list-style-type: none"> <li>○ General</li> </ul> </li> </ul> </li> </ul> </li> <li>• Retired:</li> </ul>
<b>Problems, Warnings, Situational Awareness, Saved Rounds?</b>	All	1	<p>Brian Osterloh made the motion to adjourn the meeting, second my Dave Mathews. Motion carried unanimously.</p> <p>Meeting adjourned at 10:25</p>
<b>Total Time</b>		25 Min	