

SenNet Consortium

Steering Committee Meeting SOP

(SC SOP)

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Purpose

The SenNet Consortium Steering Committee Standard Operating Procedures (SOP) document describes the roles, responsibilities, and routines related to the SenNet Consortium Steering Committee (SC) Proceedings. For a description of governance-related topics, please consult the SenNet Consortium Steering Committee Charter.

Membership and Roles

SC Co-Chairs

- Nominated as outlined in the SenNet Consortium Steering Committee Charter
 - Primary organizers of SC meetings
 - Approve agenda and minutes
 - Facilitate meetings
 - Introduce items
 - Moderate discussion
 - Ensure that meeting has appropriate timing

SC Executive Secretary

- CODCC Project Manager
 - Solicit agenda items
 - Send draft agenda to SC chairs at least one week before the meeting
 - Distribute approved agenda
 - Primary notetaker during meeting
 - Transcribe action items into post-meeting document
 - Transcribe decisions into post-meeting document
 - Distribute meeting summary via weekly “SenNet Spotlight”
 - Create a draft annual schedule of anticipated presentations
 - Coordinate and schedule working group and award presentations

SC Members (voting)

- Principal Investigators (PIs)
 - Vote (1 voting member per award)
 - Participate in monthly SC meetings
 - Participate in other Consortium meetings, as is possible
 - Present or give input when appropriate

General Participants (non-voting)

- One additional key personnel from each award to be determined by each award and consisting of PIs or co-investigators of the award (*This person can represent the award as the voting member if the designated voting member is not available.*)
- Representatives from awards and working groups scheduled to present at the meeting
- Program staff from the National Institutes of Health
- External Program Consultants (*ex officio*)

- Present and listen to meetings
- Give input when requested

Voting

Per the Steering Committee Charter, Consortium decisions will be made by consensus. A quorum of 60% of voting members is necessary for all Steering Committee votes. If a vote is required, each funded project is allocated one vote. Each award should designate a single representative to have voting privileges. Issues and materials requiring a vote will be distributed at least one week prior to the vote.

Frequency

The Steering Committee will strive to meet monthly for ninety minutes on the 3rd Wednesday of each month at 2:30 p.m. EST.

Meeting Protocols

Goals

- To collect agenda items and set agenda for meeting
- To maintain relevant information from one call to the next (main topics covered, important information, decisions, and actions)
- Notes are not to be considered formal meeting minutes, nor should they be a verbatim transcript of the conversation
- Transfer action items into a post-meeting document as tasks to be tracked

Standing Agenda Items

- Summary/Decisions from previous meeting; Review action items; Ratify meeting minutes
- Updates:
 - Initiatives – (One award will present their progress at each SC meeting.)
 - Tissue Mapping Centers (TMCs)
 - Technology Development Projects (TDs)
 - Consortium Organization and Data Coordinating Center (CODCC)
 - Steering Committee Working Groups – (Three WGs will present at each SC meeting.)
 - NIH updates
- Open floor to AOB

Process for Assembling Agenda

1. The Executive Secretary should send a “call for agenda items” email to members of the Steering Committee two weeks prior to the meeting date.
2. The Executive Secretary should collect agenda item submissions from the online form (and/or email) and compile appropriate items into the agenda (running notes document on Drive).
3. The drafted agenda should be sent to the Steering Committee co-chairs via email one week prior to the meeting date.
4. Once approved by the co-chairs, the approved agenda should be sent to the SC. This email should include the agenda copied into the body of the email, along with a link to the document on Google Drive and any relevant attachments.
5. For all other meeting attendees, the link to the agenda document will be available in the calendar event and in the Steering Committee Google Drive folder.

6. A reminder should be sent on the morning of the meeting to remind everyone about the meeting time and link information.

Recording Attendance

Attendance of each meeting should be recorded via the Roll Call Sheet link within the meeting notes. All attendees mark themselves present.

Taking Notes

1. The Executive Secretary for the SC or a delegated member will be the primary notetaker. This person will be responsible for taking informal, but organized notes during these meetings.
2. All other participants are encouraged to contribute to the notes document during the call.
3. As a matter of practice, all participants should review the notes as soon as possible after the call, make corrections, and disseminate as appropriate. Ideally this should be done within 24 hours, preferably contemporaneously with the call.
4. An electronic version of the notes is to be accessible at all times (via Google Drive).

Meeting Follow-up

Action Items

1. Identify action items by pre-pending "**ACTION:**", indicating responsible team member, and changing text color to red.
2. Post-meeting, the primary notetaker is responsible for transferring the action items into a post-meeting document and assigning to the appropriate team member.
3. The Executive Secretary should summarize the main points from the meeting and add to the beginning of the notes for the next meeting.
4. The first item on the agenda of the next meeting should be a review of the status of previous action items.

Decisions

1. Decisions reached, identified, or included as part of the notes should be denoted by pre-pending "**DECISION**".

Completed Tasks

1. During the action item review of the next meeting, as soon as a task is confirmed to be completed, change text color to green in the meeting notes and record the date that the item was designated as complete, e.g. **[Done. 20181003]**.
2. Record any new decisions in post-meeting document.

Meeting Summary

A short summary of the previous meeting highlights will be distributed to the Consortium via the "SenNet Spotlight" Weekly Update by close of business the Thursday following the meeting date.

Document Status

Next Review Date

1 year from most recent approved date.

Document Owner

SenNet Consortium

Revision History

Date (YYYYMMDD)	Version Number	Reviewed / Approved By	Brief Description of Change
20211217	V001	Serafina Lanna	Draft document created, using HuBMAP document as a template.
20211230	V002	Toren Finkel	Edits
20220104	V003	Serafina Lanna	Edits made based on comments from SC Co-Chairs and NIH representative
20220215	V004	Serafina Lanna	Edits made to working group presentations based on comments from SC meeting on 01/19/2022
20220317	V005	Serafina Lanna	Final edits based on SC meeting on 03/16/2022