

# Consultant and Trainer Advisory Group

## 02/19/2013

### Minutes

Present: Amy Warnagiris, Kathleen Swain, John Stoudt, Jessica Wittman, Marsha Lynch, Rob Winesickle, Carolyn Truchon

On Phone: Gina McCone, Joan Mosier, Marjorie Ruschel, Faye Boulware-Bair, Mary Grant

#### Supplier Verification Forms – Required for Invoice Processing and Payment

- There will be two documents emailed to the group
  - Supplier verification-complete only page 1
  - IRS W-9-must be completed even if already completed in the past
- Both forms will then be sent to payment processing department
- Returned by March 3<sup>rd</sup>
- University payment processes is working on paperless, better process management

#### Spring Event Discussion

- Target date was for May
- The CPSL updates are a focus for this event
- Will be unable to be ready for a Spring event
- This curriculum will be held in the Fall in conjunction with the Supervisor Advisory Group

#### QSR Reviewer Opportunities

- February Palette will capture this information
- If interested in reviewing, please contact Debbie McHugh (dem107@pitt.edu)

#### Trainee Demographic Forms

- Have trainees fill out form if they are not on the attendance sheet

#### Questions/Open Forum

- CTAG calls are scheduled out through June
  - How are people feeling about the calls?
    - It's a good way to touch base to get information and updates
    - The notes are a good resource
  - Time and day convenient?
    - Should we alternate days of the week instead of Wednesday every month?
    - We will add this topic to future agendas for additional discussion.
- Amy thanked trainers for their patience during weather cancellations
- Dates for upcoming CTAG Monthly Conference Calls (all calls 12 pm – 1 pm)
  - March 19, 2014
  - April 16, 2014
  - May - No Call – Spring Event
  - June 18, 2014