ASC Policies & Procedures Task Group Meeting Minutes
2018 Fall Standing Meeting

Sunday September 30, 2018
9:00 a.m. ET

A. Call to order
   1. Meeting called to order shortly after 9:00 a.m. ET
   2. P&P follows the X12 Bylaws in terms of quorum requirements.

B. ASC03 ANS Processing Manual
   1. ANS processing guidelines pulled out of the ASC01 OPM and moved into its own document as a result of feedback from ANSI.
   2. Conducted a review of the draft and updates made based on the discussion.

C. Meeting Adjourned at 10:30 a.m. ET

Tuesday October 2, 2018
8:00 a.m. ET

A. Call to order
   1. Meeting called to order shortly after 8:00 a.m. ET

B. ASC05 Subcommittees and Subordinate Groups
   1. Conducted a review of the draft and updates made based on the discussion

B. ASC01 OPM
   1. Conducted a review of the draft from removing the ANS processing guidelines.
   2. Minor updates made based on the discussion

C. Document Consistency
   1. Decided to use bold and italics when referencing other documents within a policy or procedure
   2. Decided to use italics when referencing other sections within a policy or procedure
   3. 

D. Next Steps
   1. Staff will update and create a clean version of ASC01 with a summary version for ballot and full markup available as a courtesy if requested.
   2. Staff will update and create a clean version ASC03 for ballot.
   3. Staff will update and create a courtesy version of ASC05 although this is not a ballot item.
   4. P&P needs to take one last past and vote on each of these. Anticipate getting ASC03 first so the ANSI follow-up can be done.

E. Future Planning
   1. X12 J constitution may be coming between meetings, X12 C also, then X12N would be after that
   2. SD2 will be next standing document for review

F. Meeting Adjourned at 10:00 a.m. ET