

**Data Governance Committee
Meeting Minutes
November 27, 2019
HR Conference Room**

Members Present

Cheryl Vila
Angie Laaw

Jomi Capelle
Rigieta Radinikuva Lord

Sali Andrike
John Villafania

The meeting was called to order @ 9:13 AM

Agenda Items

1. Welcome Remarks
2. Overview of Data Governance Committee
3. Terms of Reference
4. Data Governance Policy
5. Others

Minutes -

1. Welcome Remarks
2. Overview of Data Governance Committee
 - a. Data Governance Committee is an IEC subcommittee
 - b. Director of IRA was identified as the Chair per IEC RSA
 - c. Members were selected based on their job function as data managers
3. Terms of Reference
 - a. Simplified version of an RSA
 - b. Chair will share a draft through a Google document. Members to make inputs.
 - c. Use the resource [Traveling Through Time, The Forum Guide to Longitudinal Data Systems, Effectively Managing LDS Data](#).
 - d. Target date for the Terms of Reference - Jan 17.
4. Data Governance Policy. Target data for policy - March 31
5. Others
 - a. Need to add a member who is a heavy data user. Hatty Kabua is nominated. Chair will send an invitation.
 - b. Next meeting will be in January. Email will be sent to members.