2004 USERS MEETING AGENDA ITEMS

* Agenda and Schedule for Users Meeting—Steve

* Annual Master Schedule review—Steve
  • Just concluded Project Set-up Process
  • next major process—Roll and Post Roll
  • Purposed dates for next years Needs Review visit

* Annual CNA Inspection & Needs Review Schedule—Steve

* Evaluation of 2003 Annual Needs Review & Visit—Dan
  • FMP defined “Project Scope and Cost Estimate”
  • Written description of large FMP projects for book (for reference only during the review)
  • Include seismic and asbestos section in books
  • Included mid-year adjusted cash flow in books
  • Round funds needed
  • Be prepared to justify study cost vs. funds needed
  • Changes in CS.AC21 report

* Open AC21 Projects—Steve

* Review AC21 Close Procedure (PIP.RMS, 6.7.4.9 is helpful)
* Carryover Projects Procedure and Planning Timing

* Cash Flow Projections (June and Aug)—Dan
  • Using and Understanding Cash Flow Forms
  • Coefficients adjustment

* CCTV and Theatrical lighting discussion—CNA vs. ITI—Dan
  • Whose responsible to inventory and replace
  • Whose responsible to inspect and maintain
  • Who budgets for the maintenance

* Question from institutions—Steve
  • Repair vs. Retrofit for revenue areas
  • List General” reports

* CNA Center Web site—Steve

* CNA Center Verification of Database
  • Integrity verification 2004 visits—Steve
  • Paul Reese & Roy Peterman—September 21st and 22nd in Idaho
  • Jim Dain—September 27th and 28th in Provo
  • Cliff Riley—October 12th and 13th in Hawaii
* Category comments on last years meeting—**Jim, Cliff, Paul & Roy**
  Evaluation & feedback of format and results—**Each Institution to Respond**

* Summary Code Review—**Steve**
  - Updated during Verification of Integrity Meetings

* Category Leader summary code review—**Jim, Cliff, Paul & Roy**
  - General review of summary codes
  - Review of summary code changes made last year
  - Are there recommended changes for this year?

* Summary Code Review Continued

* Inspection & ANR items - **Steve**
  - CF.INSP.ZERO form review and updated
  - ANR report to be used for prices funded replacement Items? (Suggested by Jim Dain in Provo)
  - Deferring to remaining life 1 or 2 equal 1 after Rollover. What are the Pros and Cons of this?
  - Option to show “Renovation Year” on CO.ANR.4CODE report instead of “Year Occupied”

* Access Codes by FR for CNA vs. ITI vs. Revenue areas—**Dan**
  - Building profile and cost efficiency reports

* Inspection History Review – found in CF.UPDATE (2.2) Screen 8—**Steve**
  - Inspection History is a result of entry in both IR.ENT (5.3.1) and in CF.UPDATE on Screen 1
  - Do we want to continue to record inspection history in CF.UPDATE
  - How much do you use inspection history?
  - Do you know how to read and use inspection history?
    Demonstrate how to read and use inspection history. *See documentation.*

* Screen and Report changes—**Daryl & Ford**

* Follow up items from last year—**Steve**
  - CF. Mass change