

ITC In-Person Meeting Minutes

September 23–24, 2026

ITC members in attendance:

- Jason Doss
- Jayson Harris
- Aaron Merrick
- Thom Metzger
- Joumana Laude
- Matthew Heer
- William Henneck
- Steve Leininger
- Kristena Jones
- Linda Do-Ruiz
- Phil Yanchulis
- Calvin Schultz
- Luke Garner
- Matthew Fritz

Via Teams: Shawn Lemke

Day 1 – September 23, 2026

Discussion of Committee Expense and Budget Procedures The committee reviewed the Concur expense reporting process and discussed the current status of the committee's annual budget.

Discussion of Communication Platforms The committee agreed on Microsoft Teams as the primary platform for internal committee communication, discussed the role of Discord for member-facing communication, and identified gaps in the committee's current communication tools.

Discussion of Tools The committee reviewed the tools used for knowledge base articles, developer ticket tracking, and member support.

Discussion of Upcoming Events and 2027 Meeting Dates The committee discussed plans for upcoming conferences, including ATX, CFS, and the national convention, and reviewed proposed dates for 2027 in-person meetings.

Discussion of Charter and Constitution Review The committee reviewed compliance requirements under the committee charter and identified areas where the constitution needs to be updated and reconciled.

Meeting adjourned for the day.

Day 2 – September 24, 2026

Discussion of Office 365 Licensing The committee reviewed current Office 365 licensing costs and usage, along with plans to migrate legacy subscription tiers ahead of the upcoming contract renewal.

Discussion of O365 Licensing Policy Proposal The committee discussed a draft licensing policy to present to the NEB, covering how license costs will be allocated across national budget groups going forward.

Discussion of Third-Party App Approvals and Security The committee formed a subgroup to evaluate third-party application requests and develop a related security review process.

Discussion of Legacy Email Systems The committee reviewed the status of the NATCA Family Email accounts and remaining Rackspace mailboxes, and discussed plans for migration and deprovisioning.

Discussion of Change Management and Infrastructure Governance The committee discussed establishing a formal review process for infrastructure changes and formed a subgroup to oversee change management for NATCA-managed applications.

Discussion of Project Status Updates The committee reviewed status updates across active technical projects, including MyNATCA, BID, GATS, the Document Management System, convention credentialing, the ATC Pager app, the website redesign, and streaming equipment.