

PTPEC SOP Subcommittee
December 16, 2025
Meeting Minutes

Amanda called the meeting to order at 11:00 AM ET. The meeting utilized Microsoft Teams to both a recording and a transcript of the meeting which will be deleted after meeting minutes are approved and posted.

1.Roll Call

Amanda Fehr (Chair)	Present
DeMarco, Amy C	Present
Chandrasekhar, Thekkekalathil	Present
Aziz, Marina	Present
Jack Denby	Absent
Best, Jennifer	Absent

A quorum was present for the meeting and the meeting proceeded.

2.Approval of the Agenda

The meeting agenda presented as Attachment 1, was previously presented and was approved by unanimous consent.

3.Review of November Meeting Minutes

The minutes of the November 25,2025 meeting were previously provided for subcommittee review. After minor editorial correction, a motion by Amy and a second by Chandra was followed by unanimous approval of members present.



4.Review of SOP 4-101

Amanda shared the current copy of SOP 4-101 and resumed discussion at section 6.8.1. After further review the subcommittee approved the removal of the second note and re-writing of the first note to exclude the use of a) and b) and utilize simple text. The approval motion was made by Marina, seconded by Chandra and unanimously approved.

The committee then moved to the final sections (§ 11 and 12). The presentation of Related and Reference documents will be reviewed and appropriately presented with changes if necessary. The “history” section was accepted as presented.



PTPEC SOP 4-101
112525 edit.docx

5.Action Items

Bob will research the Reference vs Related documents question and provide necessary inputs to Amanda. Amanda will finalize the draft document and submit to the PTPEC for review and further discussion.

6.New/Old Business

No new and or old business was discussed.

The meeting adjourned at 12:35 PM ET. The next meeting of the SOP Subcommittee is scheduled for January 27, 2026 at 11:00 AM ET.

Attachment 1

PTPEC SOP Subcommittee December 16, 2025 Meeting Agenda

Amanda Fehr, Chair

1. Roll Call

2. Approval of Agenda
3. Review and approval of November meeting minutes
4. Continuing review of SOP 4-101
 - Section 6.8.1 rewrite
5. Review Action Items
6. New/old Business

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