

**Meeting Summary**  
**Functional Area: Administer Infrastructure**



**Meeting: Workshop -- Process Mail**

**Date: 08/01/2007**

**Location: Room 505**

**Meeting called by: Jamie Habecker and Cindy Sussan**

**Attendees:** Karen Hughes, Bridget King-Washington, Nick Danforth, Marie Greenberg, Will Burke, Mike DePhillip, Mike Worthington, Jamie Habecker, Cindy Sussan.

**Absent:** Theresa Gonyo, Nancy Nolde, Ron Giddings, Nancy Saunders, Chuck Wandling, Mike Farnsworth.

**Session Goals and Objectives:**

1. Review To Be scenarios developed 7/25/07 for Regular Incoming Mail
2. Develop To Be scenarios for Incoming Accountable Mail

**Summary**

We reviewed the Process Regular Mail scenarios, refining the model. When we turned to "Process Incoming Accountable Mail" in the future state, we discovered that the imaging of the incoming mail made the differentiation obsolete. That is, Accountable Mail is now rolled up into Regular Mail, making all mail "Incoming Mail", period. "Incoming Mail", is "Incoming Mail", is "Incoming Mail".

Karen and Bridget are conducting an analysis of Post Office Box usage and sort levels, and will share their findings at a later date.

We "parked" interagency/interoffice mail, as needing a policy to address it in the future. We will revisit.

We discussed that some items that are received at the loading dock do need to be bar-coded and tracked. In order to streamline the receiving process we discussed that that responsibility may be best shifted to the Warehouse staff who already barcodes and tracks items. Additionally, any items that they currently receive that need to be imaged can be handled by Mail Services.

**Plans for Next Workshop**

1. Review To Be Process Mail scenarios (along with requirements and domain objects) developed 8/1/07