Wednesday, January 8, 2003 (refreshments to be served)

1:00pm   Call to Order
        • Welcome
        • Meeting Overview & Purpose
        • Roll Call

1:30pm   Finances
        • Update & Status
        • State Assessments & Invoices

2:00pm   Committees
        • Leadership
        • Membership
        • Duties & Goals
        • Tasks & Next Steps
        • Meeting Frequency & Timelines

4:00pm   Bylaws & Rules
        • Public Notice
        • Rule on Rules
        • Other

4:30pm   Secretariat Agreement
        • Review & Discussion

5:00pm   Adjourn
Thursday, January 9, 2003 (Continental Breakfast to be served)

8:00am  State Assistance
  • Strategies
  • Technical Assistance
  • Non-Member States
  • Speaker Bureau

9:00am  Information Technology
  • Website
  • Listserv
  • Update on Data System

9:30am  Commission Staff & Hiring
  • Positions
  • Hiring Timeline

10:15am Commission 2003 Workplan
  • Discussion

11:00am Commission Seal & Logo
  • Review & Discussion

11:30am Other Business

Noon  Adjourn
January 8, 2003
• Meeting called to order at 1:25 p.m. Roll call made (See attachment).

• Finance:
  - Budget update given
  - Commissioner dues letter:
    - provide executive commission and Regional Representatives with a list of people who received letter that was sent December 18th
    - forward copies to all commissioners

• Committees:
  - Develop goals for between now and June.
  - Comments on Membership and Process:
    - Michael Mullin: committees do not need the same number of members; depends on the work they do and functions they are to perform
    - Harry Hageman: should depend on budget
    - William Ward: states have a desire to serve and have a political need to be involved in the process
    - Warren Emmer: geographic perspective on these committees
    - Kathy Winckler: continual notice of draft rules to each commissioner of rule changes as they happen, rather than just 30 days prior; spread around to state councils

• Committee Membership Rules:
  - Comments:
    - Warren Emmer: need to look at committee functions prior to deciding on membership of committees
    - David Guntharp: dynamics, size, membership changes; 1/3 of membership turns over each year
    - Committee chairs will discuss on January 8th and report back on the morning of January 9th.

• Bylaws:
  - Empower EC to determine terms of committees
    - two year committee membership with half of each committee rolling off in one year at first (initial period); chairs serve for two years (full) at the discretion of the Chair and the EC
    - Motion: Harry Hageman
- Second: Michael Mullin
- Motion passed by unanimous consent

- **Committee Goals and Membership:**
  - see butcher paper and membership list
  - Website: top priority with Jim Cotton; question of how to best utilize listserv
  - Training: utilize regional folks and speaker bureau to assist with training and promotion
  - All committees meet at the CSG in May

**January 9, 2003**
- Meeting called to order at 8:05 a.m.

- **Discussion:**
  - Jim Cotton discussed the website, including password protected committee BB’s with listserv notification to victims’ links
  - Rick Masters would work on bylaws and rules

- **Public Notice:**
  - committee meetings are subject to public notice ten days prior to the meeting or on webpage, newsletter, or national paper

- **Rule on Rules:**
  - Mike and Rick Masters to draft with the assistance of Kathy Winckler

- **State Strategy and Assistance:**
  - Strategy with Executive Committee:
    - DE: William Ward
    - IN: Harry Hageman
    - ME: William Ward
    - MA: Michael Mullin, Kathy Winckler
    - MS: David Guntharp
    - NE: Ed Lightenberg
    - NH: Michael Mullin
    - NY: William Ward, Kathy Winckler
    - VA: Eugenie Powers
    - WV: Harry Hageman
  - Utilize legislators as contacts as well
  - Need to get newsletter started as soon as possible
  - Public Relations Committee to write article for State Government News about the Adult Supervision Interstate Compact
  - John Mountjoy is to draft a letter for state designees (i.e. Ward, Mullen, etc.)
    - include regional representatives in letters

- **Speaker Bureau:**
- allow Public Relations Committee to coordinate and make contacts in the states
- website/listserv-distribution and communication among victims’ groups on each state council
- Make lists current by correcting list of e-mails and contact information
- Listserv-keep NIC listserv for commissioners only: use website BB
  - Motion: Harry Hageman
  - Second: William Ward
  - Motion passed with unanimous consent
- coordinate listserv with Kermit Humphries

• **Commission Staff and Hiring:**
  1) Process of Application
  2) Interviewing
  3) Salary
  4) Qualifications (to be designated Hiring/Qualifications Committee)
  5) Timeline
  6) Personnel Policies
     - Motion to create Search Committee: Hazel Combs
     - Second: Harry Hageman
     - Motion passed by unanimous consent

• **MOU:**
  - indirect charges-what items are subject to indirect charges
  - Motion to pass MOU as amended and distribute for comment: Kathy Winckler
  - Second: Jim Cotton
  - Motion passed by unanimous consent

• **Seal and Logo:**
  - CSG staff to design seal and logo with recommendations from Joe Kuebler

• **Work Plan:**
  - Staff to develop and circulate

• **Search Committee:**
  1) David Guntharp
  2) Jim Cotton
  3) Joe Kuebler
  4) Bonnie Long-Oliver
  5) Kathy Winckler

• **Closing Remarks**