Committee Members in Attendance:

1. David Guntharp, AK Chair
2. Eugenie Powers, LA
3. Ben Martinez, PA
4. Joe Kuebler, GA
5. Leo Lucey, UT
6. Ed Ligtenberg, SD
7. Kathie Winckler, TX

Committee Members not in Attendance:

1. Harry Hageman, OH  Vice-Chair
2. Pat Tuthill (ex officio)
3. Rick Masters (Legal)
4. Hazel Combs, KY
5. Warrant Emmer, ND

ICAOS Staff

1. Don Blackburn

Agenda Items

Executive Committee Meeting scheduled for April 2004
- David discussed a meeting he had with Dan Sprague, Executive Director of the Council of State Governments.
  - The purpose of the meeting was to discuss ICAOS’s relationship with CSG and how they could assist us.
They also discussed the National office including the Executive Director’s position’s annual review.

A suggestion was made by CSG to have a professional consultant assist the Executive Committee in developing the future direction of the organization and provide direction for the Executive Director and National office to maintain consistency.

- David expressed his support for this idea and asked for the support of the committee.
- David reported that the cost would be approximately $3,000 including expenses.
- This would mean that the meeting in April would require an additional day.
- A motion was made by Kathie Winckler and seconded by Ben Martinez to proceed with the recommendation for a retreat for the Executive Committee.
- The chair called for a vote and it passed unanimously.
- David instructed Don to make the arrangements with the hotel and assist members of the Executive Committee in changing their arrangements.
- He also asked Don to coordinate with the consultant and CSG.

**Other Business**

- Kathie Winckler inquired about the procedure for the national business meeting for March 12th.
  - David and Don reported on the procedure that will be followed on the 12th.
  - Don reported to the group that arrangements were being made with the telephone conference company to coordinate the meeting.
  - Some of the things discussed by Don were:
    - Everyone will log into the call using their name and state
    - The company will record the meeting including the log in information.
    - The Chair, Vice Chair, Executive Director, Legal Counsel and Chair of the Rules Committee will have open lines during the beginning of the call.
    - All other attendees will have muted lines.
    - David will conduct the meeting and go over the procedures at the beginning.
    - A roll call will be taken by the Executive Director to determine if a quorum is present (25 states)
    - The Rules Committee Chair will be asked to read the proposed amendment to the rule.
    - The Chair will ask for a second.
    - Attendees will be instructed to push a button on their phone to be recognized.
    - The operator will inform the chair that an attendee wishes to be recognized.
    - The chair will then recognize the commissioner and his/her line will be un-muted.
    - After the second, the Chair will ask for those who wish to speak for or against the rule.
• Commissioners will be instructed to push a certain number on their phone to request recognition from the Chair.
• The operator will instruct the Chair that a commissioner from a state is requesting recognition.
• The Chair will then recognize the commissioner and the line will be un-muted.
• While they are speaking, all other lines will remain muted but everyone will be able to listen to what is being said.
• The operator will then inform the Chair that another commissioner wishes to be recognized.
• This will continue until a vote is called.
• When a vote is ready to be taken, the Executive Director will conduct a roll call vote of all participants.
• The results will be tabulated and reported to the Chair.
• Robert’s Rules of Order will be followed.

• Ben Martinez asked for direction in requesting to appear or give input at the public hearing.
  o There was discussion around this issue, however, the Executive Director indicated he would check with Legal Counsel and provide everyone with the answer.

• There was no additional business and David adjourned the meeting.