committee members in attendance:

1. David Guntharp (AR)
2. Harry Hageman (OH)
3. Joe Kuebler (GA)
4. Genie Powers (LA)
5. Milt Gilliam (OK)
6. Ann Hyde (SC)
7. Ben Martinez (PA)
8. Dori Ege (AZ)
9. Ed Ligtenberg (SD)

committee members not in attendance:

1. Warren Emmer (ND)

staff

1. Don Blackburn
2. Ashley Kenoyer
3. Kelli Price
4. Rick Masters

- Guntharp, Chair, called the meeting to order at 11:05 a.m. EST. 9 members were present, establishing a quorum.

- A motion for approval of the agenda was made by Hageman and seconded by Hyde.
• A motion for approval of the November 12 minutes was made by Kuebler and seconded by Hyde. During discussion, Martinez asked for a spelling correction. Minutes approved unanimously.

Training

• Hyde thanked Don Blackburn for his work on updating the training program and putting the power point presentation in a new format.

Rules

• Gilliam sat in on the East Region meeting the previous week, at which he took notes for further discussion with Don Blackburn and Rick Masters.

Technology

• Kuebler updated the committee on the second Joint Application Development meeting held in Phoenix. Initial problems arose with presentation and prototype, however after discussion meetings, Softscape offered reassurance and the meeting ended on a positive note. A lot of changes still have to be made to the system as well as getting it back to review. Harry Hageman wrote an excellent article regarding the database system which mentions implementation expected in May or June. Training is also an issue which needs to be accomplished before implementation. A Technology meeting will take place via teleconference on January 4, 2005.

• Guntharp asked about support staff for the database. Blackburn responded that a strategy still needs to be discussed in regard to handling through the National Office. Will be looking at budget and discussing in more detail with Genie Powers. Issue also exists with the hand off of project manager duties. Guntharp asked Hageman to make a recommendation for bringing people on board. Hageman suggested sending out a short survey to states to determine if they are capable of providing 1st level of support. Hageman included that initially the technology department would consist of a manager and one lower level person under Sheila Perry. Blackburn included that the National Office would employ three people to handle level one support that is if states pick up a portion of the support system responsibility.

Compliance

• Emmer unable to participate in meeting.

Finance

• Powers had nothing to report. Currently in Lexington being updated on budget.
Executive Committee

- R. Masters updated committee on Tennessee litigation. According to public record, suit was filed with Tennessee given a time frame to respond by early next week. Motion was filed in Pennsylvania case per committee.

East Region

- East region met via teleconference previous week. Meeting was well represented with 12 states in attendance including Massachusetts and Virgin Islands. Discussion centered on misdemeanor rule and how each state handled cases. Input reported as good with minutes in the process of being finalized.

West Region

- D. Ege reported to the committee that the West region would have a teleconference meeting on January 24, 2004. Guntharp asked region chairs to keep minutes of their region meetings.

South Region

- J. Kuebler reported that the South region would have a teleconference meeting the first week on January.

Midwest Region

- E. Ligtenberg had nothing to report.

New Business

- Guntharp asked committee members if every Commissioner needed to serve on a committee. Guntharp expressed his concern for keeping committees reasonable for accomplishing business. Kuebler agreed. Guntharp reported that the remainder of the committees would be appointed by the first of the year.
- Blackburn reported to the committee on site locations for the Annual Meeting in 2005. Blackburn presented the Pointe at South Mountain Resort including per diem rates and resort amenities. Ege made a motion for the Annual Meeting to be held in Arizona at the Pointe at South Mountain. Powers seconded motion. Motion passed with one no from Hageman. Blackburn asked committee for recommendation regarding number of participants to contract for with the resort. In years past, 75 people were contracted with 108 attending in 2004 and an average of 29. Kuebler recommended 95 to 100 and including a cover letter addressing these issues being sent up front.
- Executive Meeting in April was discussed with dates set for the week of April 4 and location in Lexington, KY. Monday, April 4 will be a travel day with the
meeting to take place on Tuesday, April 5 and travel home on Wednesday, April 6.

**Adjourn**

Motion to adjourn made by Ege and seconded by Martinez. Meeting adjourned at 11:40 am.