Members in Attendance  
1. Harry Hageman (OH)  
2. Dori Ege (AZ)  
3. Charles Placek (ex-officio)  
4. Joe Kuebler (ex-officio)  
5. Rob Miller (ex-officio)  

Staff  
1. Ashley Hassan  
2. Kelli Price  
3. Xavier Donnelly  
4. Kevin Terry  
5. Sam Razor  

Members in Not Attendance  
1. A.T. Wall (RI)  
2. David Guntharp (AR)  

- The meeting was called to order at 2:03 p.m. Two of four voting members were present. A quorum was not established.  

Old Business  
- H. Hageman led the discussion regarding the recent Softscape Arbitration.  
- S. Razor has submitted a Byrne Grant for the ICOTS project. The National Office should be notified in early September.  
- H. Hageman suggested a quarterly ICOTS newsletter to inform the full Commission with the progress of the project. The committee agreed to quarterly updates through a newsletter. S. Razor volunteered to organize the newsletter development.  
- S. Razor led the discussion regarding the Function Requirement Document.  

- Meeting adjourned at 3:19 pm EDT.