Members in Attendance:
1. Kathie Winckler  Chair, Texas  
2. Chris Norman  Alabama  
3. Patricia Vale  Maryland  
4. Jill Carlson  Minnesota  
5. Karen Nichols  West Virginia  
6. Don Matson  Michigan  
7. Julie Lohman  Ex-Officio, Virginia  
8. Floyd Keeney  Ex-Officio, West Virginia

Members not in Attendance
1. John Gusz  Ex Officio, New Jersey  
2. Joe Kuebler  Ex-Officio, Georgia  

Guest:
1. Regina Grimes  Texas  
2. Ether White  Texas  
3. Melanie Brock  Maryland  
4. Eleanor McMullen  Maryland  
5. Darin Cobb  Michigan

Staff:
1. Harry Hageman  
2. Sam Razor  
3. Kevin Terry  
4. Xavier Donnelly  
5. Mindy Spring  
6. Barno Saturday

Call to Order
Commissioner K. Winckler (TX) called the meeting to order at 2:02 pm EDT. All voting members were present, establishing a quorum.
Commissioner K. Winckler (TX) welcomed the new member – DCA Don Matson from Michigan.

**Approval of Agenda**
Commissioner P. Vale (MD) moved to approve the agenda. Commissioner C. Norman (AL) seconded. Motion passed.

**Approval of Minutes**
Commissioner P. Vale (MD) moved to approve the minutes. Commissioner C. Norman (AL) seconded.

Commissioner K. Winckler (TX) requested to add “K. Winckler” and by “teleconference” to the first sentence on p.3.

Minutes approved as corrected.

**Chair’s Report to the Committee**
K. Winckler noted the following stats on the ICOTS helpdesk, reports, public web portal and the ICAOS website.

- **ICOTS Help Desk**
  - 223 tickets were created in August, a 23% increase from July
  - 17 pending tickets are currently awaiting resolution or documentation as a known bug by Appriss

- **Public Web Portal**
  - Had 1,093 clicks in July, a 10% increase from June. There were 1,220 clicks in August, an 11% increase from July.

- **ICAOS Website**
  - All website visits:
    - July: Over 32,000
      - Up 8% from June
    - August: Over 37,000
      - Up 15% from July
  - Mobile visits:
    - July: Over 1,200
      - Up 14% from June
      - Accounted for 3.9% of all website traffic
    - August: Over 1,500
      - Up 19% from July
      - Accounted for 4.0% of all website traffic

**Old Business**
*Violation Enhancement:* Assistant Director S. Razor stated that the national office is reviewing details of the violation enhancement project and will mail Appriss the revised copy before the end of November 2012.
Victims Notification Project: Commissioner K. Winckler (TX) will be out of town and will not participate in the Victims’ Notification Workgroup. The workgroup consists of the following members:

- G. Tullock, Rules Committee chair
- K. Winckler, Technology Committee chair
- J. Lohman, Technology Committee member
- K. Rumbaugh, Training and DCA Liaison Committees members
- P. Tuthill, Victims’ Advocate
- Karin Ho, Victim’s Representative
- Stephanie Cassavaugh, Victim’s Representative, and
- Colleen Winston, Victim’s Representative

The workgroup will be meeting on October 16, 2012 to discuss the elements of the project’s functionality.

Adjourn
Commissioner C. Norman (AL) made a motion to adjourn. Commissioner P. Vale (MD) seconded. Motion passed. Meeting adjourned at 2:22 pm EDT.