Call to Order
Commissioner D. Ege (AZ) called the meeting to order at 2:02 p.m. EST. Seven out of nine members were present. Quorum was established.

Approval of Agenda
The agenda was approved by acclamation.
Approval of Minutes
Commissioner E. Gonzales (NM) made a motion to approve the minutes from November 13, 2008. Commissioner L. Miller (WA) seconded. The minutes were approved.

Discussion

The Committee made changes to the ICOTS Training Bulletin – Subsequent State Transfers (Addendum 1).

The Committee discussed utilizing WebEx for ICOTS trainings:

- The Committee reviewed the ICOTS Compact Office Training Ideas document prepared by M. Spring and agreed that the compact office personnel should be the focus of these trainings.

- Commissioner D. Ege (AZ) suggested the training be two 2-hour sessions and be attended by the Training Committee. The Demo Site will be used in this training.

- Commissioner D. Ege (AZ) requested Reports be added to the list of training topics.

- The Committee decided to have the training registration in early March to be able to incorporate new code release information.

The Committee discussed some complaints from TX field officers on the ICOTS up-to-date training materials. Commissioner D. Ege (AZ) suggested referring these officers to ICOTS Live updates.

The National Office is working on an audit process for duplicate offenders.

The Committee decided to set the new meeting date via email.

Adjourn

Commissioner E. Gonzales (NM) made a motion to adjourn. A. Precythe (NC) seconded. The Committee adjourned at 3:22 pm EST.