Call to Order
Commissioner D. Ege called the meeting to order at 2:03 p.m. EST. Six members were present, establishing a quorum.

Approval of Agenda
Agenda was approved by acclamation.

Approval of Minutes
R. Bisch (MN) made a motion to approve the minutes from November 2, 2011. D. Whitefield (CO) seconded, the minutes were approved as drafted.
**Discussion**

*New Amendment Training:* The Amendment trainings are scheduled for January 11 and 18, 2012. Commissioner D. Ege encouraged all committee members to attend these trainings.

Commissioner D. Ege has not received many changes to the PPT from the Committee.

She stated that the Committee will schedule more training, if states request it.

*New ICOTS Flash Demos:* The Committee reviewed the emails from K. Rumbaugh and J. James regarding the topics for ICOTS flash demos.

The Committee decided the flash demos are to be short, instructional and animated. K. Rumbaugh will be working with the National Office on this project.

The Committee expressed its preference to track the participants’ attendance of these trainings.

Assistant Director S. Razor stated that the National Office is reviewing the current learning management system for hosting on demand trainings and will make a recommendation early next year (2012). Further, he recommended not creating any new videos until the research for a new learning management system has been complete.

The Committee expressed agreement with the recommendation to wait until the evaluation of the learning management system has been completed.

*Meeting dates to prepare for ABM 2012:* Commissioner D. Ege requested Committee members to send her their availability for monthly ABM preparation meetings starting from March 2012.

**New Business**

*Trainings Email Pilot in Texas:* Assistant Director S. Razor explained the details of the successful Texas Pilot Training Initiative. The ICAOS National Office analyzed the Texas FY 2011 audit data and determined that in compliance problem areas of the same small groups of individual users over-represent themselves. To address the problem, the National Office, the Training Committee, and the State of Texas collaborated to develop a pilot project to direct resources to those users in a way that was unobtrusive to the end user and did not place any additional burden on the compact office staff. As a result, the identified users received instructional emails providing guidance on how to improve the affected areas. At the conclusion of the 90-day pilot, compliance by the identified users had improved dramatically, in some areas by 100%.

Commissioner D. Ege will present the results of the project to the Executive Committee at its next meeting.

*Dates for the Upcoming Trainings:* Mini-Rules trainings are scheduled for January and February 2012. Full Rules trainings will take place in March 2012. M. Spring will email the possible dates to the Committee for consideration.
The Committee reviewed the Rules PPT and removed some of the slides. The Committee decided to add a slide on liability.

**Adjourn**

R. Bisch (MN) made a motion to adjourn. S. Arruti (NV) seconded. Motion passed. The meeting adjourned at 2:58 pm EST.