



**Members in Attendance:**

1. Katrina Ransom (OH), Chair
2. Taryn Link (AK)
3. Chris Biehn (IN)
4. Megan Milner (KS)
5. Tracy Hudrlik (MN)
6. Meggie Brewer (NC)
7. Joselyn López (WI)
8. Sally Reinhardt-Stewart (NE), Ex-officio
9. Alison Woodruff (MO), Ex-officio
10. Holly Kassube (IL), Ex-officio

**Members not in Attendance:**

1. Yolanda Bethea (MD)
2. Christian Stephens (PA)
3. Kiesha Owens (LA), Ex-officio member

**Guests:**

1. Joe Winkler (FL)
2. Sharon Davis (FL)

**Staff:**

1. Ashley Lippert, Executive Director
2. Barno Saturday, Logistics and Administrative Coordinator
3. Mindy Spring, Operation Manager
4. Xavier Donnelly, ICOTS Project Manager
5. Drake Greeott, Web Development Manager

**Call to Order**

Chair K. Ransom (OH) called the meeting to order at 2:00 p.m. ET. Seven voting members were present, a quorum was established.

**Approval of Agenda and Minutes**

A motion by Commissioner J. López (WI) to approve the meeting's agenda was adopted.

A motion by Commissioner C. Biehn (IN) to approve the minutes from February 12, 2025 was adopted.

**Discussion**

The committee discussed a proposal from Florida to conduct a State Council webinar targeting commissioners and council members. Scheduled for August 2025, prior to the Annual Business Meeting (ABM), the session will feature a 30-minute presentation followed by a 30-minute Q&A to allow time for both content and discussion (Addendum 1).

The webinar will cover key topics such as building effective State Councils, maintaining member engagement, strategies for appointing and retaining members, and improving training and onboarding. Florida plans to use polling features and video testimonials to keep the audience engaged. They will share potential dates for the webinar in the coming weeks.

### Old/New Business

*Advisory Opinion Disclaimer:* The committee discussed concerns regarding some states questioning the use and legality of advisory opinions and agreed that including a disclaimer on the advisory opinions' webpage, explaining their purpose and validity, would be beneficial (addendum 2).

A motion by Commissioner J. López (WI) was adopted as follows: the Training Committee recommends the Executive Committee approve the Advisory Opinion Disclaimer to post on the ICAOS Website as amended.

### Adjourn

The meeting adjourned at 2:48 PM ET.