Meeting was called to order at 9:00 am

1. Meeting was called to order by TF co-chairs. Unfortunately due to inclement weather, out of town TF members had to depart Washington DC before the meeting start time.

2. Subcommittees reviewed subcommittee charges, organized communication and meeting schedules, developed plans of action and began work on short term recommendations each committee was asked to finalize by Feb. 11th.

3. Reports from subcommittees, feedback on the two day meeting and discussion of goals for March meeting

4. Meeting adjourned at 12:00 noon.