

**IFTA, INC. BOARD OF TRUSTEES  
FOURTH QUARTER 2007 MEETING  
OCTOBER 25 - 26  
CHANDLER, ARIZONA**

**Board Members:**

Scott Bryer	New Hampshire Department of Safety
Kim Craig	Ontario Ministry of Finance
Kirk Davenport	Texas Comptroller of Public Accounts
Julian Fitzgerald	North Carolina Department of Revenue
Garry Hinkley	Maine Bureau of Motor Vehicles
Rena Hussey	Virginia Department of Motor Vehicles
Scott Greenawalt	Oklahoma Corporation Commission
Robert Turner	Montana Department of Transportation
Sonia Sanders	Kentucky Transportation Cabinet

**IFTA, Inc. Personnel:**

Lonette Turner	Executive Director
Jason DeGraf	Information Systems Administrator
Jessica Eubanks	Executive Assistant
Tom King	Webmaster
Debora Meise	Program Director

**Guests:**

Mahlon Gragen	ATC Leasing Company
Sheila Rowen	Tennessee Department of Revenue

**Call to Order**

Mr. Garry Hinkley (ME), IFTA, Inc. Board of Trustees (Board) President, called the meeting to order. All Board members were present. Ms. Sheila Rowen (TN), Board member-elect, and Mr. Mahlon Gragen (ATC Leasing Company), Industry Advisory Committee (IAC) Vice-Chair, were also present.

**Approval of Meeting Minutes**

***Second Quarter 2007 Board Meeting***

The Board reviewed the minutes.

**Motion:** Mr. Scott Greenawalt (OK) moved to accept the minutes as written. Mr. Scott Bryer (NH) seconded the motion. The motion passed.

***Board Actions by Email***

During the Second and Third Quarters of 2007, the Board corresponded by email. The purpose of these correspondences was to:

- Approve committee nominations for the IFTA Law Enforcement, Audit, and Information Technology Advisory Committees;
- Approve the proposed revisions to the IFTA, Inc. Bylaws;
- Adopt the IFTA Committee Charters as amended for each of the following committees:
  - Agreement Procedures Committee
  - Audit Committee
  - Clearinghouse Advisory Committee
  - Dispute Resolution Committee

- Industry Advisory Committee
- Information Technology Advisory Committee
- Law Enforcement Committee
- Program Compliance Review Committee

**Motion:** Ms. Sonia Sanders (KY) moved to accept the minutes as written of the Board actions taken during the second and third quarters of 2007. Ms. Rena Hussey (VA) seconded the motion. The motion passed.

On September 26, 2007, the Board corresponded by email. The purpose of this correspondence was to approve the committee recommendation of Mr. Carmen Martorana (NY) to the IFTA Program Compliance Review Committee.

**Motion:** Ms. Hussey moved to accept the minutes as written. Mr. Greenawalt seconded the motion. The motion passed.

***Board Actions by Teleconference***

During the Second Quarter 2007, the Board communicated by conference call. The purpose of these communications was to discuss IFTA Full Track Final Ballot Proposal (FTFBP) 12-2006 as well as approving members of the Bylaws Review Committee and appoint the recipient of the 2007 Charles M. Mills Award of Excellence.

**Motion:** Ms. Hussey moved to accept the minutes as written. Mr. Greenawalt seconded the motion. The motion passed.

**IFTA Annual Business Meeting**

The Board reviewed the 2007 IFTA Annual Business Meeting (ABM).

***Excess Decal Issuance***

The concern expressed during the ABM were the ramifications of issuing more decals than necessary and whether the Agreement should address this concern.

***Voting***

During the Town Hall Meeting of the Annual Business Meeting, concern was raised by the membership concerning jurisdictions not attending the meeting and not providing proxies. The IFTA, Inc. Bylaws currently require a percentage and number of votes based on the total number of member jurisdictions in IFTA and not the number of member jurisdictions present at the business meeting. It had been suggested that these provisions be reviewed for possible amendment so that non-votes would not negatively impact the voting during the Annual Business Meeting or during the IFTA ballot process.

The Board discussed the procedures for requesting and receiving proxies from member jurisdictions that do not attend the business meeting. Forty-six jurisdictions physically attended the 2007 IFTA Annual Business Meeting, seven jurisdictions provided proxies, and five jurisdictions did not attend or forward a proxy.

Concern was also expressed for those members that are in possession of another member's proxy, but are not present during the vote and ask to give away the proxy to another jurisdiction in their absence. Absentee votes were also discussed. This would enable member jurisdictions not able to attend the opportunity to vote in advance of the business meeting and have their vote recorded.

It was the decision of the Board to keep the IFTA, Inc. Bylaws as currently written. IFTA, Inc. and the Board will continue to work with member jurisdictions as the business meeting draws near to secure either their physical attendance or a third-party proxy for voting. (SEE ACTION ITEM 1-4Q07)

### ***Scheduling of the Annual Business Meeting***

The possibility of scheduling the IFTA Annual Business Meeting days on weekdays only was also considered during the Town Hall Meeting. Tuesday and Wednesday or Wednesday and Thursday meeting days were offered as the alternative to Friday and Saturday meeting days. (SEE ACTION ITEM 2-4Q07)

### ***Late Returns on Transmittals***

During the business meeting, the results of a project conducted by the Clearinghouse Advisory Committee (CAC) regarding returns found on transmittals that were being transmitted late by the member jurisdictions were presented. The results indicated that member jurisdictions were processing returns in an untimely fashion.

During further review of the data compiled from the project, it was explained that the jurisdictions assessing a surtax may not have transmitted late returns, but that the net owed by the taxpayer could have been a credit. It was recommended that another review of the data compiled be conducted to see if additional exceptions are cause for the late returns shown in the report. (SEE ACTION ITEM 3-4Q07)

### **IFTA, Inc. Clearinghouse**

#### ***Revoked Carrier Data***

Mr. Jason DeGraf, Information Systems Administrator for IFTA, Inc., provided an update. Communications have begun between IFTA, Inc. and the National Law Enforcement Telecommunications Systems (NLETS). Both the Information Technology Advisory Committee (ITAC) and the Law Enforcement Committee (LEC) have discussed and suggested the necessary fields for law enforcement to identify carriers that have been revoked by an IFTA jurisdiction. E-mail requests have been issued to all IFTA member jurisdictions asking for approval to share the revoked data with NLETS. Ten jurisdictions have approved the sharing of this data to date. Discussion was had regarding adding additional fields for enforcement purposes in the future.

#### ***Surcharge***

IFTA, Inc. and the Clearinghouse Advisory Committee (CAC) have been working with member jurisdictions regarding surcharges shown on transmittals. The surcharge issue has affected two of the three major vendor systems and almost all independent systems. This problem doubled the total distance and fuel amounts which resulted in overstated total distance and fuel.

CAC field definitions have been clarified and examples have been developed to further guide jurisdictions. Those affected have been identified and asked to fix the situation by the end of this calendar year.

The fuel and distance report features will be disabled until the jurisdictions have complied with the instructions to fix the errors. Those jurisdictions not meeting the new surcharge requirements will be removed from the report. (SEE ACTION ITEM 4-4Q07)

#### ***Funds Netting Calendar***

A second draft of the calendar is currently being drafted by the CAC. The purpose of the funds netting calendar is to properly identify a transmittal period for the exchange of data and funds. This would allow IFTA, Inc. to gather transmittals and determine funds netting amounts.

The CAC has been tasked with reviewing the Agreement in search of possible ballot language should it be necessary to extend the transmittal dates to accommodate more jurisdictions to be in compliance and utilize the funds netting application of the IFTA, Inc. Clearinghouse.

#### ***Clearinghouse Membership***

Iowa is the newest member of the IFTA, Inc. Clearinghouse. They have tested demographic data which has been approved. Transmittal and summary totals continue to be tested. To date, the IFTA, Inc. Clearinghouse has 48 participating members.

## Clearinghouse Advisory Committee (CAC) Report

### *Committee Membership*

Mr. Hinkley provided this committee report. The committee continues to meet by teleconference on a monthly basis. New membership on the committee is being sought. The committee hopes to secure a representative from Polk as well as a non-participating jurisdiction. Ms. Craig has agreed to contact the non-participating Canadian jurisdictions in search for a candidate to serve on the committee. Additionally, beginning January 1, 2008, a new Board member representative will need to serve on the committee and replace Mr. Hinkley, whose Board term expires December 31, 2007.

The CAC nominated Mr. Randy Boone (IN) to serve on the committee. As a new member jurisdiction, Indiana is currently developing their own system. Mr. Boone was instrumental in discovering the issue regarding the surcharge states. (SEE ACTION ITEM 5-4Q07)

**Motion:** Mr. Hinkley moved that the Board approve the nomination of Mr. Randy Boone (IN) to serve on the IFTA Clearinghouse Advisory Committee. Mr. Greenawalt seconded the motion. The motion passed.

### *Standardizing Transmittal Numbers*

The Clearinghouse transmittal number format has been standardized. Jurisdictions may continue to use their own internal system, but for Clearinghouse purposes, the new numbering system will be required. This system uses the month a transmittal is received plus the year. For example, a transmittal of October 1 to October 31 data would be numbered 11-2007 as it would be sent to the Clearinghouse in November.

### IFTA, Inc. Website Update

IFTA, Inc. Webmaster, Mr. Tom King, reviewed the enhancements made to the IFTA, Inc. website. The Audit Committee survey was shown. The IFTA Voting Booth has also been opened on the secure website. All IFTA Commissioners are eligible to access the Voting Booth and submit their jurisdiction's vote concerning the IFTA ballot proposals for 2007.

The IFTA tax rate matrix continues to be reviewed and downloaded. The XML file database is being used by membership. The various message board levels were also reviewed. Most of the message boards created are being used by the various committees. The newest message board, for the Law Enforcement Committee (LEC), is beginning to get populated by the committee. The Attorneys' Section Steering and Industry Advisory Committees are not currently using their message board.

An e-mail feature has recently been implemented. This feature advises message board users that a new message has been posted. It was thought that this feature would alert members when a new message, or reply message, has been posted on the secure message board that they frequent. This feature will not work on the general message board, but only for the various committee and secured message boards. (SEE ACTION ITEM 6-4Q07 and 7-4Q07)

### Audit Committee Report

Mr. Bryer, co-Board liaison, presented the Audit Committee report. The committee acknowledged and thanked the Board members for approving the committee travel reimbursement for this workshop.

The committee continues to hold monthly teleconferences to organize the 2008 IFTA / IRP Audit Workshop being held in January at the Mission Palms hotel in Tempe, AZ. Additionally, the committee continues to review the tasks and projects they have been assigned. These projects include joint audits, an Audit Procedures Subcommittee survey, and a New Members Guide.

The Joint Audit Subcommittee has been reviewing both the opportunities and obstacles of conducting joint audits. A presentation will be provided during the January 2008 IFTA / IRP Audit Workshop. The Audit Procedures Subcommittee posted a survey on the IFTA, Inc. website. This survey is intended to assist in researching the cause of multiple audit ballots failing during the voting period. It was surmised that a new

approach is necessary to determine what membership feels the Agreement standards should encompass, record keeping requirements, and how the results of an audit impacts member jurisdictions.

A New Member Orientation Guide has been drafted by the Audit Committee. This draft has been submitted to the Board for their review and comments. The Board will review this draft in January 2008.

#### Program Compliance Review Update

Mrs. Debora Meise, IFTA, Inc. Program Director, provided this update. The reviews are going very well and only one review remains to be completed. Two IFTA / IRP combined reviews have been conducted this year. The Wyoming review was conducted in May 2007 and the Oregon review was conducted in September 2007. In 2006, the first combined review was conducted in Minnesota in July. Surveys have been distributed to the Oregon team members as well as the jurisdiction to assess the combined review process. The surveys are to be completed by November 9. After which, a conference call will be scheduled to discuss the survey responses. Recommendations resulting from the survey responses will be provided by the committee to the Board for review during the January 2008 Board Meeting.

Overall, it was surmised that the combined reviews were a success and that the Board might wish to continue looking into holding joint IFTA and IRP combined reviews. The Board discussed costs for holding combined reviews. It was presumed that while there is no immediate cost savings due to the size of the review teams, jurisdictions would still favor combined IFTA and IRP reviews.

**Motion:** Mr. Greenawalt moved to enter into a closed session. Ms. Craig seconded the motion. The motion passed. Following the conclusion of their discussions, the Board resumed the open meeting.

#### Program Compliance Review Committee Report

Ms. Hussey, committee Board liaison, presented this report. With the resignation of Ms. Brenda Brand (FL) and Mr. Wayne Brown (ME), the committee has recommended both Mr. Carmen Martorana (NY) and Ms. Donna Thursby (FL) to join the Program Compliance Review Committee (PCRC).

**Motion:** Ms. Hussey moved to accept the committee recommendation of Mr. Carmen Martorana (NY) and Ms. Donna Thursby (FL) as members of the PCRC.

During discussion of the motion, it was clarified that the Board had, under a separate Action by E-Mail, previously appointed Mr. Martorana as a committee member. As a result, Ms. Hussey amended her original motion.

**Amended Motion:** Ms. Hussey moved to accept the committee recommendation of Ms. Donna Thursby (FL) as a member of the PCRC. Mr. Julian Fitzgerald (NC) seconded the motion. The motion passed.

The PCRC continues to develop the committee roll off schedule. Additionally, the committee is watching the progress of IFTA FTFBP #2-2007, in which the PCRC would be given authority to file a dispute with a jurisdiction as a result of a Final Determination of Non-Compliance on certain issues. Should this ballot proposal pass, the committee will consider holding a meeting.

The New Committee Member Guide has been reviewed by the PCRC. The committee also drafted a Message Board Guideline for all committee members. It was the decision of the committee to combine both Guides into one document. The draft of the combined document was provided to the Board for their review.

The committee is researching the ability to utilize the IFTA, Inc. Clearinghouse as a tool during the Program Compliance Reviews. Confidentiality concerns were considered. Input and recommendations from the CAC and Attorneys' Section Steering Committee (ASSC) have been sought.

#### Dispute Resolution Committee Report

Ms. Craig, committee Board liaison, reported that two mock disputes were conducted by the Dispute Resolution Committee (DRC). The mock disputes were conducted via e-mail and through the secure

committee message board. During the July 2007 IFTA Annual Business Meeting, the DRC met in closed door deliberations regarding the mock disputes. Final Reports referencing the mock disputes were provided to the Board. Both disputes were exercises only and not actual disputes. The DRC believes the mock disputes were extremely helpful and good tests of the forms and procedures in place to handle a formal dispute.

### ***Committee Membership***

Due to the fact that the DRC has two current members that have been elected to the Board, the committee will be considering nominations for a representative from both the southeastern and western regions.

### **Industry Advisory Committee Report**

Mr. Gragen provided this committee report. During the July 2007 committee meeting, held in conjunction with the 2007 ABM, the Industry Advisory Committee (IAC) discussed the committee charter revisions proposed by the Board. Term limits were imposed on the Steering Committee members only of the IAC, upon request of the committee. The IAC will review the concerns expressed during this meeting and present them to the Board at a later date for clarification and consideration. (SEE ACTION ITEM 8-4Q07)

The industry has noticed a decrease in the number of eligible candidates to participate on the committee or replace those members that are set to resign their positions. The committee is also looking to expand its role within IFTA. It is the IAC's intention to become more active within IFTA to make membership more aware of industry's role in IFTA and the history of industry and the IFTA organization.

The closed session, being held during the January 2008 IFTA / IRP Audit Workshop, was also discussed. Industry continues to question the need for such an agenda item for an open IFTA meeting or workshop. It was noted that the attendance is being restricted to specific personnel within the jurisdictions such as administrators, managers, senior auditors, and supervisors.

### **Action Items from Board Meetings**

The Board inquired regarding the tracking mechanisms used to identify the Action Items resulting from the quarterly Board meeting minutes. It was explained that all open Action Items are included on the agenda for discussion during the next Board meeting.

### **Agreement Procedures Committee Report**

Mr. Greenawalt, Agreement Procedures Committee (APC) Board Liaison, provided this report. The 6<sup>th</sup> Combined IFTA Managers' and Law Enforcement Seminar was a success. Past Chair of the APC, Mr. Hugh Hughson (BC), is completing changes to the most recent draft of the Best Practices Guide. Once completed, the draft will be forwarded to the committee members and Board Liaisons for review.

During the 2Q07 Board Meeting, the APC was tasked (Action Item 10-2Q07) with creating a subcommittee to complete the Board assigned task of reformatting the Annual Report and providing a mock-up of such a report for the Board's review. The committee will address this task and present a list of what is expected to be in the Annual Report and Exemption Database to IFTA, Inc. Upon receipt of these features that will be maintained in these reports, IFTA, Inc. will design a mock-up for the Board's review.

Committee vacancies were discussed. There are vacancies in the Northeast and Southeastern regions. The committee nominated Ms. Pamela L. Marshall (KY) as the Southeastern region representative.

**Motion:** Mr. Greenawalt moved to accept the committee recommendation of Ms. Pamela Marshall (KY) as a member of the APC. Mr. Robert Turner (MT) seconded the motion. The motion passed.

### **Law Enforcement Committee Report**

Mr. Fitzgerald, committee Board Liaison, offered the Law Enforcement Committee (LEC) report. Reviewing the September IFTA Managers' and Law Enforcement Seminar, the committee helped to provide the field scenarios, a presentation on the Mexican Border Project, and a demonstration from a chemist on bio-diesel fuel. Additionally, the Charlie M. Mills Award of Excellence was presented to Major

Charles J. Carden (NC). While Major Carden was not in attendance, the plaque was accepted on his behalf and an appreciation speech was also read on behalf of Major Carden.

### ***Committee Membership***

The Board discussed LEC membership. The Committee reported that there were members of the LEC that had been unable to participate in any committee activity for over a year. Following in-depth discussion on the issue of committee membership, the committee charter and committee term limits, several actions were taken by the Board.

**Motion:** Mr. Greenawalt moved that IFTA, Inc. draft a letter of communication to the three (3) inactive Law Enforcement Committee members explaining that their term limits have expired and, as such, they are no longer members of the committee. Mr. Bryer seconded the motion. This Motion was tabled and later withdrawn.

**Motion:** Mr. Fitzgerald moved that IFTA, Inc.'s letter to the non-active members state that, as of November 1, 2007, they will no longer be a member of the LEC. This motion was seconded by Mr. Turner. The motion passed.

**Motion:** Mr. Turner moved that IFTA, Inc. letter explaining that, due to their inactivity, they are no longer viewed as a member of the committee. This motion was seconded by Mr. Bryer. This motion passed.

Following the completion of the discussion on the issue of committee membership, Mr. Fitzgerald continued his report. (SEE ACTION ITEM 9-4Q07)

The LEC has recommended Mr. Anthony Hatcher (MD) to fill the vacancy created by Mr. John Horney (MD) who has recently resigned his committee position.

**Motion:** Mr. Fitzgerald moved to accept the nomination of Mr. Anthony Hatcher (MD) as a member of the IFTA Law Enforcement Committee to replace Mr. Horney. Ms. Sanders seconded the motion. The motion passed.

Mr. Hatcher attended the 2007 IFTA Managers' and Law Enforcement Seminar. Mr. Horney has requested reimbursement of travel expenses for attending the LEC meeting that was held in conjunction with the Seminar.

**Motion:** Mr. Bryer moved to deny Mr. Hatcher's request for travel reimbursement for the IFTA Managers' and Law Enforcement Seminar because he was not a committee member at the time of the seminar. Ms. Craig seconded the motion. The Motion passed.

**Motion:** Mr. Bryer moved to clarify that Mr. Hatcher's appointment to the LEC would be effective immediately as of the Board's approval.

During discussion of the motion, Mr. Hinkley ruled that the appointment of Mr. Hatcher to the LEC is effective immediately upon the Board's approval. As a result of the ruling, Mr. Bryer withdrew his motion.

### ***Ballot 1-2007***

During the 2007 ABM, both the Chair and 1<sup>st</sup> Vice Chair, Mr. Marc Nichols (NC), presented the LEC sponsored ballot to membership. IFTA Full Track Ballot 1-2007 references uniformity in enforcement practices. The intent of this ballot proposal is to establish uniform enforcement of IFTA licensing violations among member jurisdictions and support jurisdictional legislative changes and practices required to obtain uniformity. Membership was in favor of this ballot in July and the committee proceeded with this ballot for vote.

### ***IFTA Requirements in CVSA***

The LEC is proposing to bring IFTA requirements into part of the CVSA regulations. This would give enforcement more tools to place vehicles that are not in compliance out-of-service until they are in compliance.

### ***Best Practices Guide***

The committee continues to work on the Best Practices Guide as tasked by the Board. A draft of the guide was presented to the Board for their review and comments. (SEE ACTION ITEM 10-4Q07)

### **Attorneys' Section Steering Committee Report**

#### ***Committee Membership***

Mr. Bryer provided this report to the Board. The appointment of Mr. Jay Befort (KS) as Chair of the Attorneys' Section Steering Committee (ASSC) and Mr. Jack Frehafer (PA) as Vice-Chair was recommended by the committee.

**Motion:** Mr. Bryer moved to accept the committee recommendation of Mr. Jay Befort (KS) as Chair of the ASSC. Mr. Greenawalt seconded the motion. The motion passed.

**Motion:** Mr. Bryer moved to accept the committee recommendation of Mr. Jack Frehafer (PA) as Vice-Chair of the ASSC. Ms. Sanders seconded the motion. The motion passed.

### ***IFTA Ballot Language***

The Board then discussed ballot language. Mr. Greenawalt inquired as to whether the ASSC would be interested in reviewing ballot proposals on behalf of the ballot sponsors. This review would be to determine whether the proposed language accurately reflects the stated intent of the ballots. The ASSC will be contacted. (SEE ACTION ITEM 11-4Q07 and 12-4Q07)

### **Information Technology Advisory Committee Report**

Mr. Bryer and Mrs. Meise provided the Information Technology Advisory Committee (ITAC) report. A subcommittee has been established under the ITAC. The Roadside Enforcement Subcommittee is working with IFTA, Inc. and NLETS. This goal of this subcommittee is to develop a mechanism to provide license status information to the roadside.

Ms. Elizabeth Devlin (NY) was recommended as Chair of the ITAC. Additionally, Ms. Heather Davis (NC) and Mr. Anthony Hatcher (MD) were recommended as members to the committee. Additional jurisdiction members are being sought.

**Motion:** Mr. Bryer moved to accept the recommendation of Ms. Elizabeth Devlin (NY) as Chair of the ITAC. Ms. Sanders seconded the motion. The motion passed.

**Motion:** Mr. Bryer moved to accept the recommendations of Ms. Heather Davis (NC) and Mr. Anthony Hatcher (MD) as members of the ITAC. Mr. Fitzgerald seconded the motion. The motion passed.

### **Alternative Fuels Committee Report**

Ms. Craig presented the Alternative Fuels Committee (AFC) report. The AFC completed a survey and reported the results during the July 2007 IFTA Annual Business Meeting. Also, the committee made a presentation at the IFTA Managers' and Law Enforcement Seminar. Two subcommittees were developed by the AFC. The objectives of these subcommittees are to review the IFTA governing documents for potential ballots and to look into the possibility of an alternative fuels database.

### **Bylaws Review Committee Report**

Ms. Lonette Turner, IFTA, Inc. Executive Director, provided this report. The committee will be reviewing Article IV, Section II, III, X, and XI. It is the intention of the Bylaws Review Committee to present a written report to the Board prior to the Second Quarter 2008 IFTA Board Meeting.

### NAFTA Fuel Tax and Registration Working Group

Mr. Davenport reported on the opening of the US / Mexico Border and the activities of the Working Group. The last teleconference was held in September 2007. Following the 2007 ABM, another bill was issued prohibiting federal funds be used for the year long demonstration project. The Mexican carrier demonstration projects continue to be operated while the US Congress determines whether it will prohibit funds to be expended for that purpose. To date, thirty-eight (38) Mexican carriers have passed their pre-authorization safety audits and five (5) companies have received their OP-1 licenses to operate within the US border.

### IFTA, Inc. Meeting Update

Ms. Turner provided this update. IFTA, Inc. has signed a contract for the 2009 IFTA / IRP Audit Workshop to be held at the Mission Palms hotel in Tempe, Arizona. The dates of this workshop will be January 4 – 7, 2009. IRP, Inc. will also offer their expertise to work with IFTA, Inc. in securing future hotel locations with better rates and a change of dates.

Hotel negotiations are underway for the 2009 IFTA Annual Business Meeting in New Hampshire. A Request for Proposal was issued and is expected back late October. North Carolina continues to research area hotels for the 2009 IFTA Managers' and Law Enforcement Seminar. A hotel contract has been secured with the Mission Palms hotel for the 2008 IFTA Attorneys' Section Meeting. The dates of this meeting coincide with the Second Quarter Board Meeting. IFTA, Inc. continues to research a viable option for the 2009 IFTA Attorneys' Section Meeting in Utah.

Registration fees for the 2008 IFTA Attorneys' Section Meeting were then reviewed. The fees for this meeting were proposed at \$280 for members, \$340 for public and private sector representatives and \$650 for exhibitors.

**Motion:** Ms. Sanders moved to accept the proposed registration fees for the 2008 IFTA Attorneys' Section Meeting. Ms. Craig seconded the motion. The motion passed.

### IFTA Decal Specifications for 2009

Mrs. Meise presented the decal specifications for 2009. The color for the 2009 IFTA decal will be red Pantone® 485C. During discussion, a possible program compliance review matter was discussed. While jurisdictions follow the specification requirements and request white, the addition of reflective materials turns the appearance silver.

It was recommended that the specifications be revised to include an allowance for those jurisdictions that want to use reflective materials. This provision would allow the use of such materials and not place the jurisdiction in jeopardy of a non-compliance finding based on the decal appearance.

**Motion:** Mr. Bryer moved to revise the 2009 IFTA decal specifications to allow for the silver appearance on the decal based on the use of reflective materials. Mr. Greenawalt seconded the motion. Following discussion, the motion was withdrawn.

The Board also reviewed the decal specifications for grammatical errors and offered corrections accordingly.

**Motion:** Ms. Hussey moved to accept the 2009 IFTA decal specifications as corrected. Mr. Greenawalt seconded the motion. The motion passed.

### IFTA Ballot Review

Mrs. Meise reviewed the status of the 2007 IFTA ballot proposals, both full and short track. Voting on the IFTA Short Track Final Ballot Proposals (STFBP) concludes November 13, 2007. Voting on the IFTA full track ballots concludes on December 13, 2007.

### **IFTA, Inc. Financial Report**

Ms. Turner provided this report to the Board. IFTA, Inc. continues to be financially strong. It was also reported that IFTA, Inc. continues to be operating under budget.

Ms. Turner reviewed the various portfolios available and continues to recommend the current family maintaining the investment portfolio. The Board concurred with IFTA, Inc.'s decision to maintain the investment portfolio as currently arranged.

### ***Board Liaison Travel Expenses***

Discussion was had regarding the travel of Board Liaisons to meetings and workshops organized by the IFTA Committees. It was discussed that Board registration fees be waived for one Board Liaison to attend a related committee event such as the Audit Workshop, Attorneys' Section Meeting, or Managers' and Law Enforcement Seminar. IFTA, Inc. will incorporate the registration fees in the proposed budget for review before any final decisions are made.

### ***Travel Expenses for Presenters***

The Board also discussed whether or not travel expenses for event presenters should be reimbursed for their participation at such events. It was explained that, on occasion, special presenters from outside the jurisdiction are invited to make a presentation at these events. It was explained that such presenters, who attend just for the specific day of their presentation, or were asked to make a special presentation, have their registration fees waived. Travel expenses, on the other hand, are not reimbursed by IFTA, Inc.

### **IFTA, Inc. Strategic Plan**

#### ***Single Dues Structure***

Mr. Greenawalt reviewed the activities of the Single Dues Structure Subcommittee. The subcommittee has been reviewing the 5-year budget plan and membership dues history. It was noted that the last IFTA, Inc. membership dues increase was in 2002 and raised from \$8,000 to \$10,000 per year. The Board will continue looking at this issue and reports will be provided at future Board Meetings. (SEE ACTION ITEM 13-4Q07)

The Board then reviewed outstanding items from the Strategic Plan. The plan will be updated with date and action item status changes accordingly. Discussions focused on the following topics:

- Developing educational programs (II.1.A.),
- Establishing a new timeline (II.2.A.2.),
- New Committee Member Guides (II.2.B.), and
- Marketing Plan (II.3.B.)

Additionally, the Board reviewed the service measures presented annually by IFTA, Inc. The Board reviews measures concerning the required budget reserves, ballot voting and commenting, meeting attendance, use of the website and IFTA, Inc. Clearinghouse, and program compliance issues. For next year, the Board has requested IFTA, Inc. track and review committee travel.

Ms. Turner also reviewed the succession plans for the position of Executive Director as required by the IFTA, Inc. Strategic Plan. The plans (immediate and planned succession) were reviewed by the Board and suggested changes were offered. IFTA, Inc. will incorporate the recommended changes and distribute the revised draft back to the Board members prior to the January 2008 Board Meeting. It is anticipated that the plans will be finalized and approved at that time. (SEE ACTION ITEM 14-4Q07 through 17-4Q07)

### **New Business**

The Board discussed the IRP, Inc. Request for Proposal (RFP). This RFP was submitted by IRP, Inc. in order to seek an analysis of the current Plan audit process, as defined in the Plan and audit manual, with recommendations for options concerning changes to the process that will enhance the quality and effectiveness of audits performed by jurisdictions. Responses are expected back to IRP, Inc. by the end of October 2007.

***Recognition of Outgoing Board Members***

IFTA, Inc. and the Board then recognized outgoing Board Members Mr. Hinkley and Mr. Davenport for their years of service on the Board. Both members expressed their appreciation and thanks for everyone's support and dedication.

**Adjournment**

Following the conclusion of the business discussions of the Fourth Quarter 2007 IFTA, Inc. Board of Trustees, the Board moved to adjourn the meeting.

**Motion:** Ms. Sanders moved to adjourn the 4Q 2007 Board Meeting. Mr. Greenawalt seconded the motion. The motion passed.

## **ACTION ITEMS RESULTING FROM THE 4Q07 BOARD MEETING**

<b>ITEM</b>	<b>ACTION</b>
<b>1-4Q07</b>	For 2008 ABM, the Board members will stress proxies for those jurisdictions that are not going to attend.
<b>2-4Q07</b>	IFTA, Inc. will schedule future ABMs for mid-week rather than weekend days.
<b>3-4Q07</b>	Board members will look at transmittal data from their own jurisdictions to determine whether a problem exists that may need further action regarding the late returns on transmittal project.
<b>4-4Q07</b>	IFTA, Inc. will send out information to participating member jurisdictions as corrections are made to surcharge uploads to IFTA, Inc. Clearinghouse.
<b>5-4Q07</b>	IFTA, Inc. will contact SC, WY and ID regarding membership on the Clearinghouse Advisory Committee (CAC).
<b>6-4Q07</b>	IFTA, Inc. will post .pdf file of current Audit Survey and future surveys to the website.
<b>7-4Q07</b>	Board liaisons will suggest to committees that they add secure committee message board instructions to the new member guides.
<b>8-4Q07</b>	IFTA, Inc. will follow up with the Industry Advisory Committee (IAC) regarding suggested charter changes.
<b>9-4Q07</b>	IFTA, Inc. will write letters to inactive Law Enforcement Committee (LEC) members.
<b>10-4Q07</b>	Board liaisons will review the draft of the LEC Best Practices Guide and make specific suggested changes.
<b>11-4Q07</b>	The Board Liaison to the Attorneys Section Steering Committee (ASSC) will ask if the committee would be willing to review ballot proposals for sponsors to see if proposed language accomplishes stated ballot intent.
<b>12-4Q07</b>	IFTA, Inc. will follow up with Jay Befort regarding recommended changes to ASSC charter.
<b>13-4Q07</b>	The Executive Director of IFTA, Inc. will extend the IFTA, Inc. 5-year budget.
<b>14-4Q07</b>	Review proposed marketing plan submitted at the 4Q07 Board meeting and: <ul style="list-style-type: none"><li>a. Ask at each meeting for additional educational ideas</li><li>b. Add some history of the industry to the Highlights of IFTA document</li><li>c. Update Agency Executive Listing – make appropriate changes to request for information</li><li>d. Add IFTA 101 information (some slideshows) to website</li><li>e. Discuss inviting agency heads to closing conference or at least for a meeting at PCRs</li></ul>
	Set timeline for items on marketing plan

## **ACTION ITEMS RESULTING FROM THE 4Q07 BOARD MEETING**

<b>ITEM</b>	<b>ACTION</b>
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<b>15-4Q07</b>	The Board President will draft an Agency Executive Letter.
<b>16-4Q07</b>	Service measures: <ul style="list-style-type: none"><li>a. Add committee travel tracking</li><li>b. Voting/commenting measures – update and reformat</li><li>c. Budget Reserves – remove monthly</li></ul>
<b>17-4Q07</b>	The Executive Director will change the IFTA, Inc. succession plans as requested and send to Board prior to 1Q08 Board meeting.