

# Agenda for APC Meeting

Wednesday May 13, 2020

Minute Taker: Caleb

Start:

End:

Attended:	Absent:
Kathy Blessing	Baron Brown
Caleb Ross	
Kasia Panczyszyn	
Eric Marshall	
Mel Horner	
Helen Varcoe	
Rich Wagner	
Debbie Meise	
Cindy Swanson	
Kerryn de Verteuil	
Peter Hansen	
Joni St John	

- **Approval of March Meeting Minutes**
  - Kathy motioned to approve March minutes. Mel seconded the motion. All voted to approve.
  - They will be sent to Maria to post to the website.
- Several members shared their experiences with working through the coronavirus pandemic.
- **Workshop planning update - Joni**
  - We haven't heard officially if workshop will happen or not. IRP board must make final decision. In March before virus, contract was written and ready to sign for the location but did not sign due to virus. Questionable if jurisdictions will be willing/able to pay for travel to the workshop. Planning is proceeding to avoid delays if the workshop happens as planned. May use topics for next year or as webinars if the workshop does not happen. Subcommittee was formed to refine topics based on delivery method. Weekly meetings to finish list of topics to bring to main planning committee. Joni will share as soon as any additional updates are available.

- **Ballot process subcommittee update - Cindy**
  - Twice monthly meetings. Charged with update to streamline ballot process. 7 question survey was sent to IFTA membership commissioners. 80% would like to see one track process instead of full/short. 60% would like threshold changed to simple majority. 65% would like to vote at the ABM. 76% in favor of using electronic media to share/discuss/vote. 94% want more flexibility with minor ballot changes (grammar, etc.). Idea to have Board approve small changes instead of through ballot. Membership liked multiple email reminders to vote. 50/50 split on whether to have one or two comment periods.
  - Cons of ballot process: too lengthy. Do not like non vote = no vote.
  - Suggestions: Final ballot issued 30 to 45 days before ABM. Final vote at ABM.
  - Subcommittee will prepare document with proposed language comparing current process and suggested updates. Will circulate to APC for more input when completed.
  
- **Board meeting update Helen**
  - Virtual board meeting. Went well, all things considered. Guest presenters and industry partners were present. Message board was used for voting. Pandemic issues were discussed. Updates from the board were posted on the IFTA website. Discussed annual business meeting and Managers'/LE workshop. Continuing to plan annual business meeting in August in Tempe, AZ. All board meeting in June to make final decision on annual business meeting. Possibly presenting virtually and live for jurisdictions that can't travel. Most Canadian jurisdictions do not believe travel will be allowed.
  - Ballots that have been sent in – Board authority for emergency declaration – not much authority currently. Attorney committee issues from 7 to 8 jurisdictions?
  - Update from Carmen and IFTA team. Office equipment has been moved. Office will be closed in August since everyone works remotely. Removing office furnishings. New IFTA Inc. trademark update. Carmen working on trademarking it.
  - Hired an outside auditing firm. 3 years of back audits need performed.
  - Contracted with an attorney. Looking at by-laws and handbook for IFTA staff.
  - Update on financial statements. IFTA is financially sound.
  - CAC and DRC charge updates were given.
  - Industry Advisory Committee update and Mr. Adams gave an IRP update.
  
- **Committee vacancies:**
  - Update on committee vacancies. Debbie emailed Joni a couple volunteers for the vacancy. Joni is reviewing them. Two from Northeast and one from West.
  
- **Next Meeting – June 10, 2020**