

Agenda for APC Meeting

Wednesday July 10, 2019

Minute Taker: Kasia
Start time: 2:00pm (EST)
End time: 2:40pm (EST)

Attended:	Absent:
Kathy Blessing	
Caleb Ross	
Marie Stark	
Kasia Panczyszyn	
Eric Marshall	
Joni St. John	
Kerryn de Verteuil	
Mel Horner	
Baron Brown	
Peter Hansen	
Helen Varcoe	
Miranda Schober	
Trent Knoles	
Cindy Swanson	
Maria Coronado- from IFTA	

- **Approval of June Meeting Minutes**
Kerryn made a motion to approve the June Minutes and Baron second them. All were in favor of approving the minutes. They will be sent to Marie to post to the website.
- **ABM 2019**
Miranda will be attending the ABM this year to present the APC's sponsored ballot and giving a brief presentation on the APC's accomplishments over the past year.
 - **APC Update Report:** The APC needs to provide our accomplishments for the year. Some mentions were the workshop planning, our sponsored ballot and the updated of the Best Practices Guide and the New Member Guide.
If anyone has any other feedback, please email Cindy and Miranda to incorporate into the report.
 - **Ballot:** Miranda will discuss ballot at ABM and take a straw vote. This will stay as a full track ballot unless the membership wants to move it to short track. If membership wants to move it to short track a vote to move it will be done at the ABM.
- **2019 Workshop**
 - **Travel Reservations:**
MCO is the airport code in Orlando everyone should fly into. Most APC members do not anticipate any problems with obtaining travel approval, except for Kasia (she is working on it, but not sure what the outcome will be)
Approval for travel must be sent to IFTA Inc. before your flight will be approved.

- **Workshop Registration:**
 - Please register for the workshop by the end of this week. IFTA Inc. covers your costs and they want to secure the most economical rate so all registrations need to be made during the early bird timeframe which expires 8/9/19.
 - APC was asked to contact jurisdictions that have not registered and invite them to attend. Cindy will get a list of jurisdictions not yet registered and APC members will split the list up by regions and call the manager/office supervisor level to encourage them to attend and register by 8/9/19 to get the early bird rate.

- **Presentations & Duties/Timeline Status Check:**
 - Reminder to keep Kathy up to date on your presentation status and if you need any assistance with anything. First draft is due to Kathy by July 20th.
 - Cindy to follow up with Billy/Education Committee regarding: Best Practices and Mileage & Fuel Tax presentations. Who from EC will be presenting on these topics?
 - Joni is working on committee updates. Most have responded just waiting for PCRC. Cindy mentioned they are already doing a presentation so that will cover the update. Joni will send Committee contact information to the Planning Team.
 - Audit Committee will supply an update to present at the workshop. If no one from the committee attends the workshop, Joni will present the update.
 - No Bios necessary this year- everyone will introduce themselves before they present
 - Newbie breakfast instead of “buddy system” being organized this year. More details to come. Please be sure to take some time to welcome new attendees.

- **APC Meeting Agenda & Roles:**

Need new ways to engage the audience for this open meeting and also need ideas on how to get more audience participation. Please send your ideas and also any agenda topics to Cindy and Miranda.

It is expected that the ABM will result in new tasks being assigned to the APC. Cindy/Miranda will update us as soon as they know more.

- **Other Business**

APC Dinner at the Workshop will be decided once we see the Activities calendar. All are invited and all plan to attend.

- **Next Meeting is August 14th, 2019 - Reschedule for ABM**

Everyone agreed to reschedule the meeting to August 21st. Maria will send out a new outlook invite.