

Agenda for APC Meeting

Wednesday August 19, 2020

| Attended: | Absent: |
|------------------|---------------------|
| Caleb Ross | Eric Marshall |
| Kasia Panczyszyn | Kerryn de Verteuill |
| Kathy Blessing | Mel Horner |
| Helen Varcoe | |
| Peter Hansen | |
| Joni St. John | |
| Baron Brown | |
| Eric Marshall | |
| Terri Curry | |
| Vincent Piccolo | |
| Rich Wagner | |
| Cindy Swanson | |

Minute Taker: Kasia

- **Approval of July's Meeting Minutes**
Caleb motioned to approve the July minutes. Baron seconded. All voted to approve.
- **General roundtable**
How's everyone doing so far:
CA- on fire, changed walk in to appointment only once a week, focusing on mental health
NC- mini outbreak in July, went from ½ staff at home to all staff at home with couple people in the office
NV-current hurdle is home schooling now with the expectation of working from home
ON- has been working from home since March just recently (end of July), staff were allowed to go into the office for 4 hours at a time, limited to only a couple of people for each section
- **Workshop Planning Update & Sub-committee planning update**
 - Nov 17-19 workshop dates
 - Zoom platform
 - No registration fees
 - MC for the workshop- IRP has a volunteer
 - Still **need** a speaker volunteer for two presentations: Acting on Suspicious Behavior and Improving Record Keeping. Keep in mind it doesn't have to be you who does the presentation if you know someone and can reach out to them to help organize that ok too

- Kasia is the speaker liaison
- **Need** Materials coordinator, volunteer to monitor chats, taking notes at debrief (Baron volunteered)
- Caleb volunteered for IFTA 101

ABM feedback and take away:

- Raise hands
- Unmute reminder to speak
- Show breaks clearly on agenda so that participants can schedule accordingly if they need to address issues back in their own jurisdiction
- Important to stick to timeline, so that if some participants only log in for specific topics, they don't log in too early or too late
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- **Sub-committee – Ballot Process Update – Cindy**
 - Each sub-committee member created responses to the specific bullets of the Charge and we are working on incorporating the information into one document
 - Final review and submitting ballot will be finalized by October 3rd.
- **Board Update – Helen & Rich**

How did the ABM go? Platform used= TEAMS

- ABM – All 58 jurisdictions represented, 6 Topics:
- Approval of 2019 ABM Minutes, Elections of 4 Board Members; Antoinette, David Nicholson, Michael Romeo, Helen Varcoe
- Financial Report / Budget Approval – Approved/Passed
- Bd Amended By-Laws – Structure of the Board
 - P, VP, Secretary & Treasurer
 - P becomes ex-officio for 1 year (new role)
- CBID – Fuel: Passed. Jurisdictions didn't have line on tax returns to report unreceipted fuel. CBID approved - now jurisdictions need a specific line on the return indicating Unreceipted Fuel.
- National Emergency Ballot – Discussed the Board having the right to make decisions during a national emergency. Current ballot.
- 3% Audit requirement – 5-year average (Peer Review) Due to COVID jurs are not on track. Recommendation is to review 4-year average 2016-2019, Canada 2016 – 2020; if numbers are met, jurisdictions have the option to not include 2020

stats. If jurisdictions fall short, jurisdictions will give recommendation to make up numbers in future years.

- Compliance 5 Yr Review Schedule is still the same
- Option to use 2020 audit numbers or not
- IRP – proposing to have Executive Calls together with IFTA.
- Ballots:
 - 1 – Full track Ballot (Trent's) Jurs Not Eligible to Vote will not be included in total membership when determining minimum needed votes.
 - 2 – Voted to Short Track – Bring back Attorney Committee
- Clearinghouse Agreement – Quebec coming on board
- IFTA Building – Sold. Staff working virtual. PO Box mailing address.
- Electric Vehicles – Alternative Fuel Working Group established:
ABM 2021 – Presentation to meet Bd Charge
- 2021 – ABM Location – San Diego (Same as Audit Meeting from 2020)
- **Other Business:**
 - Board Meeting – 10/5/20 Virtual (APC to present Charge)
- **Next Meeting – September 9, 2020**