

# Agenda for APC Meeting

Wednesday October 14, 2020

Minute Taker: Eric

Attended:	Absent:
Cindy Swanson	
Helen Varcoe	Rich Wagner
Joni St. John	Kathy Blessing
Kasia Panczyszyn	
Caleb Ross	
Baron Brown	
Eric Marshall	
Debbie Meise	
Peter Hansen	
Carmen Martorana	

- **Approval of August's Meeting Minutes**
  - Motion to approve the September 2020 Minutes – Caleb motioned, Eric 2<sup>nd</sup> the motion. Vote all in favor with no edits, minutes passed.
- **General Roundtable**
  - Nova Scotia – working from home
  - Peter revealed there is a push for BC to return to the workplace
- **APC Membership Updates**
  - Vincent Piccolo had to resign from the APC due to an advancement opportunity.
- **Southeast and Midwest Vacancies**

Still seeking volunteers and Debbie will be advertising the NE vacancy
- **Workshop Planning Update & Sub-committee planning update**
  - Joni commented on her appreciation for all the committee members dedication
  - Cindy and other committee members expressed appreciation to Joni for her hard work as committee chair
  - Joni asked for a volunteer to be materials coordinator which was previously assigned to Vincent.

Some duties of the coordinator include reviewing power point presentations, templates and providing feedback.

- Eric asked for help gathering information for his presentation and it was suggested he send an email to the APC members requesting information on how each jurisdiction educates their licensees on record keeping. It was also suggested Eric reach out to Billy Johnson the head of the IRP education committee

### **Sub-Committee – Ballot Process Update - Cindy**

- The APC sub-committee completed the Board Charge and it was presented and discussed at the fourth quarter Board Meeting. The APC will receive a new Charge to follow up with the update of the ballot process soon.

### **Board Update – Helen**

- There was a 3 day virtual 4<sup>th</sup> quarter 2020 board meeting.
- Elections for board members will begin Jan 1, 2021
- There is an amendment proposal to restructure the Board of Trustees
- Tom from IFTA discussed the new website for IFTA and said it looks great and is user friendly.
- Carmen presented the strategic plan.
- The 3 day meeting was very successful.

### **Other Business:**

- Debbie sent a recruitment email for APC vacancies
- Topic of electronic signatures on tax returns and applications has come up and the conversation needs to be brought to the jurisdictions on if there needs to be a definition for electronic signature.

### **Next Meeting – November 2, 2020**