

**CAC Monthly Meeting** | Thursday, January 17, 2019 | 11:00 AM (E.S.T.)  
(Clearinghouse Advisory Committee)

**Attendance:**

Chris Keil	Kalyn Gomez	Bettina Naylor	Marc Walker
Melvina Allen	Monique Williams	Timothy Green	
Ron Hester	Jennifer Blumhagen	Heidi Durbin	

**Unable to Attend:**

Jason DeGraf

**Minutes**

Motion to approve 12/20/2018 Kalyn. Seconded by Monique.

**CAC Membership**

The CAC welcomed new members, Timothy Green and Heidi Durbin. Timothy is joining the CAC from the Northeast Region. Heidi is joining the CAC from the Midwest Region. The Vice Chair voting results will be at the next meeting.

There are currently two vacancies on the CAC:

- 1 in the Canadian Region
- 1 in the Northeast Region

**IFTA, Inc. Board Update**

Cindy is no longer Board Liaison. Chris mentioned the next board meeting is January 22<sup>nd</sup> and 23<sup>rd</sup>.

Ron submitted the CAC report to the Board.

**CAC Report for IFTA, Inc. Board**

Ron submitted the CAC report to the Board. There are some changes needed to the report. Chris will make these necessary changes and have the amended report by the next Board meeting.

**Funds Netting Update**

No updates to report.

**CAC Face to Face Meeting- Action Items**

There was a discussion on continuing with the action items list at our meetings. Chris will update and eliminate the items that are completed. The other action items will remain open. Action item #8- Funds Netting Process, deadline has been set to have this done by the next CAC meeting.

## **Quality Control Sub-Committee Update**

No meetings in a while. As mentioned earlier, Marc will be presenting at the IFTA/IRP Audit workshop. Some of the topics Marc will be discussing are:

- T/p id#'s

- Mpg/kml- anything over 20

- Active accounts with no transmittal activity for 5 years

These issues will be good for the sub-committee to work on.

Tim has volunteered to lead the Quality Control Sub-Committee. A template will be created of what should be checked every month or quarter.

## **Clearinghouse Best Business Practices Document**

Bettina stated that some of the issues the Quality Control sub-committee are addressing would be addressed in the Transmittal best practice guide. We would need to send our transmittal process to Bettina by the next meeting. Another meeting will need to be scheduled, preferably on Tuesdays, afternoon.

## **New Business**

The committee received an email from Dave Bales regarding decal training/possible workshop with LEC. More discussion is needed on this. We suggested inviting Dave to speak at our next meeting.

## **Next Meeting**

Thursday, February 21, 2019.

Meeting minutes taken by Melvina Allen

Meeting adjourned at 12:25pm