

**FIRST QUARTER 2012  
IFTA, INC. BOARD OF TRUSTEES MEETING  
JANUARY 25 - 26**

**Board Members:**

Scott Greenawalt	Oklahoma Corporation Commission
Ron Hester	Ontario Ministry of Revenue
Garry Hinkley	Maine Bureau of Motor Vehicles
Ric Listella	Oregon Department of Transportation
Patricia Platt	Kansas Department of Revenue
Sheila Rowen	Tennessee Department of Revenue
Chuck Ulm	Comptroller of Maryland
Stuart Zion	Colorado Department of Revenue

**IFTA, Inc. Personnel:**

Lonette Turner	Chief Executive Officer / Chief Financial Officer
Jason DeGraf	Information Services Director
Jessica Eubanks	Executive Assistant
Tom King	Webmaster
Amanda Koeller	Program Administrator
Debora Meise	Senior Director
Tammy Trinker	Events Coordinator

**Guests:**

Dan Eisinger	Supervalu Transportation
Lisa Lumbard, C.P.A., C.G.F.M.	Lumbard & Associates, P.L.L.C.
Carlos Valdivia, C.P.A.	Lumbard & Associates, P.L.L.C.

**Call to Order**

On January 25 and 26 the IFTA, Inc. Board of Trustees (Board) held its First Quarter 2012 Board meeting. Eight Board members were in attendance; Mr. Hugh Hughson (BC) was unable to attend. Also in attendance were Mr. Dan Eisinger (Supervalu, Inc.), Industry Advisory Committee (IAC) Chair, Ms. Lisa Lumbard and Mr. Carlos Valdivia from Lumbard & Associates, P.L.L.C. During closed sessions the Board elected the Executive Committee. By acclamation Mr. Greenawalt, Ms. Patricia Platt (KS), and Mr. Ron Hester (ON) were re-elected as President, First Vice-President, and Second Vice-President respectively.

The Board also heard and accepted the report of Ms. Lumbard and Mr. Valdivia regarding the audit of the FYE11 Financial Statements.

## Assignment of Committee and Jurisdiction Liaisons

Committee and Jurisdiction liaison assignments were then reviewed. The assignments were made as follows:

### IFTA, INC. BOARD OF TRUSTEES – COMMITTEE LIAISONS

#### **STANDING COMMITTEES:**

##### **Agreement Procedures Committee**

**Lead:** Ron Hester (ON)  
Ric Listella (OR)

##### **Audit Committee**

**Lead:** Ric Listella (OR)  
Scott Greenawalt (OK)

##### **Clearinghouse Advisory Committee**

**Lead:** Garry Hinkley (ME)  
Pat Platt (KS)

##### **Dispute Resolution Committee**

**Lead:** Pat Platt (KS)  
Hugh Hughson (BC)

##### **Industry Advisory Committee**

**Lead:** Hugh Hughson (BC)  
Chuck Ulm (MD)

##### **Law Enforcement Committee**

**Lead:** Stuart Zion (CO)  
Chuck Ulm (MD)

##### **Program Compliance Review Committee**

**Lead:** Sheila Rowen (TN)  
Scott Greenawalt (OK)

#### **SPECIAL COMMITTEES:**

##### **Attorneys' Section Steering Committee**

**Lead:** Sheila Rowen (TN)  
Stuart Zion (CO)

##### **Information Technology Advisory Committee**

**Lead:** Ron Hester (ON)  
Garry Hinkley (ME)

##### **Re-Audit and Re-Examination Working Group**

**Lead:** Pat Platt (KS)  
Garry Hinkley (ME)

##### **Commissioner Training Committee**

**Lead:** Stuart Zion (CO)  
Chuck Ulm (MD)

## IFTA, INC. BOARD OF TRUSTEES – JURISDICTION LIAISONS

### Scott Greenawalt

Arkansas  
Indiana  
Louisiana  
Missouri  
Nebraska  
North Dakota  
**Oklahoma**  
South Dakota

### Ron Hester

Newfoundland  
Nova Scotia  
**Ontario**  
Prince Edward Island  
Quebec

### Garry Hinkley

Connecticut  
**Maine**  
Massachusetts  
New Hampshire  
New York  
Rhode Island

### Hugh Hughson

Alberta  
**British Columbia**  
Manitoba  
New Brunswick  
Saskatchewan  
Vermont

### Ric Listella

Idaho  
Montana  
**Oregon**  
Utah  
Washington  
Wyoming

### Pat Platt

Illinois  
Iowa  
**Kansas**  
Michigan  
Minnesota  
Ohio  
Wisconsin

### Sheila Rowen

Alabama  
Florida  
Georgia  
Kentucky  
Mississippi  
North Carolina  
South Carolina  
**Tennessee**

### Chuck Ulm

Delaware  
**Maryland**  
New Jersey  
Pennsylvania  
Virginia  
West Virginia

### Stuart Zion

Arizona  
California  
**Colorado**  
Nevada  
New Mexico  
Texas

### Approval of Minutes

#### **4Q 2011 Board Meeting**

The Board reviewed the 4Q 2011 Board meeting minutes. No amendments were offered.

**Motion:** Mr. Ric Listella (OR) moved to accept the Fourth Quarter 2011 IFTA, Inc. Board of Trustees meeting minutes as written. Mr. Hester seconded the motion. The motion passed.

#### **Board Actions by Email**

The Board reviewed the minutes from the Actions by Email from October through December 2011. There were no amendments.

**Motion:** Mr. Garry Hinkley (ME) moved to accept the minutes from the Actions by Email as written. Mrs. Sheila Rowen (TN) seconded the motion. The motion passed.

### **Conference Calls**

Minutes from the November 28, 2011 teleconference were reviewed. Minor amendments were offered.

**Motion:** Mr. Hester moved to accept the minutes from the November 28, 2011 conference call as amended. Mr. Listella seconded the motion. The motion passed.

### **Clearinghouse Update**

Mr. Jason DeGraf, Information Services Director, presented the IFTA, Inc. Clearinghouse update. Jurisdictions have been contacted regarding sharing data through Nlets. Most jurisdictions have agreed to share their data while seven have agreed to share the revoked status but not the suspended status data. Four jurisdictions, which are not members of the clearinghouse, will not share their data with Nlets.

The Quality Control Team of the Clearinghouse Advisory Committee (CAC) sent out notices back in November 2011 regarding the quality of demographic data sent to the clearinghouse. Most of the affected jurisdictions have incorporated the necessary changes. The deadline to comply with this request is February 17, 2012. A survey is also being compiled by the Information Technology Advisory Committee (ITAC) regarding roadside enforcement. The results of this survey will also be available in February.

Interjurisdictional Audit Reports (IARs) were discussed. Issues have arisen regarding the database and use of the taxpayer ID field. Some jurisdictions are sending internal system numbers that do not match those found on the transmittals in the clearinghouse. This discrepancy creates concern for consistency when utilizing the clearinghouse. An email was distributed to those in question asking for jurisdictions to utilize the taxpayer ID instead of an internal number.

Sharing of data was also discussed. A presentation will be provided at the 2012 Annual IFTA Business Meeting regarding the sharing and security of demographic data through Nlets, CVIEW, and SAFER.

### **Help, Inc. - PrePass**

Ms. Lonette Turner, IFTA, Inc. CEO/CFO, informed the Board that IFTA, Inc. had been contacted by Mr. Jim Poe (IN) who is Chair of the Board of Help, Inc. Help, Inc. inquired regarding access to the clearinghouse files. It was explained that due to confidentiality issues and the language of the access agreement signed by both the participating jurisdictions and IFTA, Inc., such data could not be sent to a third-party vendor.

### **Clearinghouse Advisory Committee Report**

Board Liaison Mr. Garry Hinkley (ME) presented the Clearinghouse Advisory Committee (CAC) report. Following the resignation of Mr. Bill Kron (MS) as Chair, Mr. Randy Boone (IN) assumed this position and the vice-chair remains vacant. Addressing other vacancies of the committee Mr. Greg Hopper (VA) resigned and created a vacancy in the southeast region while Ms. Sherry McKinley (ME) volunteered to fill the northeast region vacancy.

**Motion:** Mr. Hinkley moved to accept Ms. Sherry McKinley (ME) as a northeast region representative on the CAC. Mr. Stuart Zion (CO) seconded the motion. The motion passed.

Mr. Hinkley will inquire with the committee as to the status of the Board's charge that the CAC draft a Best Practices Guide. In considering this guide, the Board liked the suggestion of a single Best Practices Guide that would combine all of the IFTA committees' best practices.

### **IFTA, Inc. Website Update**

IFTA, Inc. Webmaster, Mr. Tom King, demonstrated the IFTA, Inc. website and reviewed the recent updates and pending projects. Volunteer forms have been uploaded and will be further revised to feed the data into the committee web pages so that the committee chairs will be advised of those with interest in volunteering for the committees.

In regards to the email exchange system IFTA, Inc. continues to look into bad email addresses and how notifications should be sent. Additionally, a check box system is being looked into that would allow users to email certain member jurisdiction departments as opposed to all jurisdictions. This way, if a user wanted to only email 10 jurisdictions and not all 58, they would be able to do so through a check box system.

A member terms page is in the works that will link to the respective committee web pages. This document will identify all the committee participants and their roll off terms. Committee positions will be identified as active, inactive, or vacant. An archived form of this list will be maintained at IFTA, Inc. back to 2001.

The data from the March and May 2011 Compliance Initiatives (M&M Blitz) have not yet been posted to the website. The forms for the 2012 Compliance Initiative are being drafted for law enforcement personnel.

### **Attorneys' Section Steering Committee Report**

Ms. Sheila Rowen (TN), Attorneys' Section Steering Committee (ASSC) Board Liaison, presented this committee report. The Board discussed the request to have the ASSC meet in conjunction with the 2012 IFTA / IRP Managers' and Law Enforcement Workshop. Registration fees were reviewed and concerns regarding attendance were expressed. It was the decision of the Board to not hold an Attorneys' Section Meeting in 2012. Instead, the committee will be encouraged to present a webinar in 2012 and survey all webinar attendees as to their interest and ability to travel for a meeting in 2013. When the next Attorneys' Section Meeting will be held it was

explained that continuing legal credits (CLE) would be possible and that, similarly to the IFTA / IRP Audit Workshop, IFTA, Inc. would provide a letter to the attendees certifying the number of agenda hours.

#### **IFTA Meeting Update**

Events Coordinator, Mrs. Tammy Trinker, updated the Board on the IFTA meetings. Mrs. Trinker explained that IFTA, Inc. has been researching ways to reduce meeting expenses and registration fees. One way in which costs might be reduced includes the reduction and/or elimination of catered break functions during meeting events. Considering this savings the 2012 IFTA / IRP Managers' and Law Enforcement Workshop registration fees were presented for approval. The fees were proposed at \$290 for members and \$340 for general public and industry representatives.

**Motion:** Mr. Hinkley moved to approve the 2012 IFTA / IRP Managers' and Law Enforcement Workshop registration fees as proposed. This fee includes lunches on all meeting days and no catered breaks except for the all-day beverage breaks. Mr. Hester seconded this motion. The motion passed.

The 2012 Annual IFTA Business Meeting will be held July 18 – 19 at the Amway Grand Plaza hotel in Grand Rapids, Michigan. Government per diem will be honored for the room rate. Registration fees will be provided to the Board for consideration in early March. IFTA, Inc. will research sponsorship for the catered breaks to assist in reducing meeting costs.

The 4Q 2013 Board meeting and the IFTA / IRP Managers' and Law Enforcement Workshop have been scheduled. The Board meeting will be held October 21 – 22, 2013 with the workshop following immediately thereafter, beginning October 23 and concluding October 25. Both meetings will be held at the Hilton in Mesa, AZ.

#### ***Funding of the Richard L. Reeves Leadership Award***

Funding of the Richard L. Reeves Leadership Award was discussed. It was noted that IFTA, Inc. funds the Charles M. Mills Award of Excellence and that industry has funded the Richard L. Reeves Leadership Award since its inception. The Board liaisons to the LEC and IAC were charged with reviewing the current criteria and selection process for the awards. It was observed that the selection committee for the Richard L. Reeves Leadership award could remain as is but that the Board would be given the final oversight on the nominees.

**Motion:** Ms. Platt moved to approve the funding of the Richard L. Reeves Leadership award. Mr. Hinkley seconded the motion. The motion passed. The IFTA, Inc. budget will be revised to add this line item.

#### ***Membership Survey regarding Sponsors***

Mrs. Amanda Koeller, IFTA, Inc. Program Administrator, presented the results of the membership survey regarding sponsorship for meeting functions. The survey asked members if they would be permitted to attend an IFTA meeting that has private sponsorship of either a

catered event or meeting space and whether or not the jurisdictions had any set rules governing sponsorship. Most who responded to the survey indicated that they would be permitted to attend a meeting with private sponsorship.

It was the decision of the Board to proceed with private sponsorship during the 2012 Annual IFTA Business Meeting. The purpose of sponsorship would be to reduce the registration fees and is not to create a profit line for IFTA, Inc. IFTA, Inc. will work towards procuring sponsors for the breaks during this year's business meeting. The identity of the sponsors will be included on the agenda.

#### **Audit Committee Report**

Board liaison, Ms. Rowen, presented the Audit Committee (AC) report. During the 2Q 2011 Board meeting, the ITAC submitted a report to the Board along with recommendations for changes to P600. The Board accepted this report and charged the AC with reviewing the work product from an audit perspective to determine whether minimum requirements can be developed for tax reporting from electronic vehicle tracking systems and developing audit criteria that must be met by motor carriers and is acceptable to member jurisdictions.

The committee is in full agreement that it is possible to move forward with changes to P600 which addresses both the industry's desire to utilize electronic technology and provide jurisdictions with the required information to conduct an audit of electronic records. It was the Board's decision that the AC proceed with a ballot proposal written specifically for P600. IFTA, Inc. will release this ballot submission as a pre-ballot proposal and request feedback for the committee. A comment period will allow jurisdictions to review this pre-ballot for fifteen days prior to the start of the official first comment period. The Board will keep this specific AC charge open pending the outcome of the pre-ballot commentary period.

#### **Program Compliance Review Update**

Senior Director, Mrs. Debora Meise, presented an update on the program compliance reviews. Of the fifteen reviews scheduled for 2012 eleven have agreed to an electronic review (e-review). British Columbia, Montana, Oregon, and Washington have all requested on-site reviews. It was noted that travel and participation remain an issue for membership even with the e-reviews. To date all reviews have been staffed and a "short list" of backups has been compiled should there be cancellations.

Training webinars are in the final stages of development for jurisdiction and reviewer training of e-reviews. IFTA, Inc. plans to host a webinar in late February.

#### **Program Compliance Review Committee Report**

Mr. Greenawalt, Program Compliance Review Committee (PCRC) Board liaison, provided this report. The committee has expanded their membership to mirror other standing committees. The committee is also anticipating several vacancies in both the western and northeast regions. A subcommittee, consisting of members from the APC and PCRC, has drafted a ballot proposal

to clarify the requirements for filing and for IFTA tax returns. This ballot will be presented this year.

#### **Dispute Resolution Committee Report**

Board liaison, Ms. Platt, presented the Dispute Resolution Committee (DRC) report. The committee continues to work on the charge from the Board and has completed three of the six action items contained in the charge to date. Updates were provided on the following open charges.

3.1 Incorporating additional steps in the DRP to allow for early intervention from an independent party to facilitate communications among the parties. The DRC is working on a flow chart and will present this to the Board at the 2Q 2012 Board meeting.

3.5 Determining and clarifying the authority of the DRC and the Board regarding resolution of disputes. It was the position of the committee that this charge has been addressed and is considered complete by the committee.

3.6 Developing a timeline from start to finish for the DRP, including any arbitration and appeal. The committee has tabled this charge until they have completed charge 3.1.

Because of a high turnover on the committee and as a means to test various provisions in the Agreement and DRP, a series of mock disputes have been developed to review, evaluate, and develop findings on the applicable complaints. These disputes are scheduled to conclude by mid-2012. The committee currently has a vacancy in the Midwest region. Committee terms were reviewed and it was noted that the representatives from both the western and southeast regions appear to term out at the same time. IFTA, Inc. will look into this issue.

#### **Industry Advisory Committee Report**

Mr. Eisinger reported on the activities of the IAC. The committee met during the January IFTA / IRP Audit Workshop and discussed jurisdictions which some members of the industry believe are not following the spirit of the IFTA Agreement and are making it more difficult for carriers to obtain their license and decals. Three separate instances were presented to the Board in this regard. It was reported that late in the just completed 2012 renewal season a jurisdiction began denying IFTA licenses to carriers whose principal place of business was not in that state. Another instance had a jurisdiction requiring odometer readings for all vehicles in the fleet that were to be licensed under the IFTA. The last instance reported was a jurisdiction attempting to have taxpayers based out of state pay a hazardous materials handling tax on fuel use basis. The IAC asked the Board to remind membership that despite the economic hardships, IFTA's future success could be jeopardized unless all members demonstrate a strong commitment to the spirit as well as to the letter of the Agreement.

The IAC charge from the Board was reviewed. The Board had charged the committee with identifying issues and opportunities facing our partnership and providing suggested solutions. The IFTA IAC Strategic Goals were then presented for review. These goals expressed industry's



perspective on the partnership with IFTA. It was noted that this partnership could be enhanced by broader opportunities for industry to participate in IFTA. Concluding the discussions the Board determined that the IAC has met and completed its charge.

#### **Agreement Procedures Committee Report**

Mr. Hester, Agreement Procedures Committee (APC) Board liaison, presented this report. The committee has started drafting its portion of the agenda for the 2012 IFTA / IRP Managers' and Law Enforcement Workshop and will be in monthly contact with both the Law Enforcement Committee (LEC) and the IRP Education Committee. Recruiting has begun to fill vacancies in the Southeast and Midwest regions. The committee is also reviewing the APC New Members Guide and the Best Practices Guide.

Discussions continue in the committee regarding whether or not English should be the recognized language of the IFTA and if it should be required on all IFTA forms. This discussion began as a result of audits being submitted to US jurisdictions in a language other than English with the preface that the Agreement did not require the documents to be translated to English.

#### **Information Technology Advisory Committee Report**

Board liaison to the ITAC, Mr. Hester, offered this committee report. A subcommittee had been formed to address the previous Board charge regarding roadside enforcement. A survey was distributed to membership pertaining to information sharing. Included in this questionnaire was membership's opinion regarding sharing information between IFTA and IRP. Discussion was had regarding the ITAC being labeled as a special committee as opposed to being a standing committee. It was noted that the committee could not propose ballots at this time as they are not a standing committee.

**Motion:** Ms. Platt moved to draft a ballot proposal that would establish the ITAC as a standing committee. Mr. Listella seconded the motion. The motion passed.

#### **Commissioner Training Committee Report**

One of the goals of the IFTA, Inc. Strategic Plan was to establish a group to determine what should be included in a training for commissioners. The Board reviewed the current roster of committee volunteers. The representatives of the committee includes Mr. Julian Fitzgerald (NC), Mr. Rollie Marr (IL), Ms. Rena Hussey (VA), Ms. Earleen Weaver (WY), Ms. Marge Noll (MN), Ms. Carla Pape (ID), Mr. Russell Holleger (DE), and Ms. Cindy Swanson (CA). Mr. Holleger volunteered to chair the CTC.

**Motion:** Mr. Zion moved to approve the committee roster as listed above with Mr. Russell Holleger (DE) as Chair. Mr. Listella seconded the motion. The motion passed.

This committee was charged with identifying needs for training, recommending how any training needs could be met and determining whether to develop written materials, a webinar, or both. A survey will be developed for membership to assist in identifying content for a training program.

### **Law Enforcement Committee Report**

Mr. Hinkley, LEC Board liaison, presented this report. The Law Enforcement Committee (LEC) continues to actively recruit for new members. The committee submitted Lt. William Haynes (NH) as a nominee from the northeast region.

**Motion:** Mr. Hinkley moved to approve Lt. William Haynes (NH) to the LEC. Mr. Zion seconded the motion. The motion passed.

The committee is also planning for the upcoming March compliance initiative. A discussion was had regarding problematic decals that lead to the value of the IFTA decal. During this discussion it was noted that while the decal may be flawed it remains a first sighting of carrier compliance and that, at this time, there is no substitute that could replace the IFTA decal.

### **CVSA Training**

A conference call was held in November 2011 with IRP, Inc. CVSA has asked both IFTA and IRP to present discussions during the April 2012 CVSA meeting. Following the conference call it was decided that a half day of presentations would be sufficient. The CVSA meeting will be held in Washington State.

### **Ballot Update**

Mrs. Meise reviewed the 2011 ballots. Ballot 1-2011 did not pass. The intent of this ballot was to require jurisdictions to include the license "issued date" on the license itself. Ballot 2-2011 did pass and became effective upon passage. The intent of this ballot is to remove the term "one registration year" and replace it with "one license year".

Discussion was had regarding the number of members not voting. Concern was expressed over the failure of ballot 1-2011 being due to lack of voting as opposed to those who were in opposition of the ballot. The Board decided that this issue will be addressed with membership during the Annual IFTA Business Meeting.

### **IRP, Inc. Board of Directors Report**

Mr. Greenawalt presented the IRP, Inc. Board of Directors report. Mr. Shaun Hammond (AB), Mr. Peter Hurst (ON), Mr. Robert Ide (VT), Mr. John Poole (TX), and Mr. Art Farley (WA) were all elected to serve on the IRP, Inc. Board of Directors effective January 1, 2012. Mr. Jay Starling (AL) serves as Chair of the Board and Mr. Mike Robertson (NC) serves as the AAMVA representative.

IRP, Inc. is undergoing a lot of transition as the organization is relocating their main offices and will be outsourcing their IT infrastructure and clearinghouse IT support in the near future. IFTA, Inc. had submitted a proposal to IRP, Inc. regarding their Request for Proposal but was not selected to be the vendor in regards to the website and clearinghouse designs. Mr. Greenawalt will contact Mr. Starling to discuss the proposal and ensure IRP that IFTA, Inc. was interested in the RFP.

With the announcement of the resignation of Ms. Mary Pat Paris as the CEO of IRP, Inc., Mr. Tim Adams has been named the IRP, Inc. Interim Executive Director.

#### **Re-Audit and Re-Examination Working Group**

Ms. Platt, Board liaison, led an in depth discussion regarding the Re-Audit and Re-Examination Working Group (RRWG) report and the current Board charge to the working group. Concluding these discussions it was decided that a letter would be issued to the RRWG thanking them for their diligent work and proposal and show that the committee has completed the Board charge as directed.

A flow chart had also been provided to the Board which addressed the issue of having re-audits and re-examinations as part of the audit process. The Board questioned whether or not, once an independent party is approached, if the audit is then classified as being under appeal or does it remove the appeal process altogether. It was the decision of the Board that the RRWG needs to provide definitions pertaining to the audit reports outlined in the provided flow chart. Once these terms are defined the flow chart could be forwarded to the AC and ASSC for review and comment.

#### **IFTA / IRP Board Subcommittee Report**

Ms. Turner reported on the activities of the IFTA / IRP Board Subcommittee. It was observed that the future holds a lot of positive interactions between IFTA, Inc. and IRP, Inc. IFTA continues to assist IRP with their relocation efforts including the possibility of utilizing the physical address of IFTA, Inc. for IRP, Inc. business purposes. Should this option be utilized, however, IRP, Inc. would need to register as a foreign business conducting business operations in Arizona. Other options discussed included combining services such as accounting. IFTA, Inc. will look into liability and insurance issues should IRP, Inc. look to rent the available suite.

Mr. Greenawalt informed the Board that IRP, Inc. will be presenting a ballot during the IRP Annual Meeting that would remove the AAMVA representative from the IRP, Inc. Board of Directors.

#### **Strategic Plan Review**

The Board then reviewed the IFTA, Inc. Strategic Plan. Prior to the Board meeting the IFTA Committee Chairs Guide had been reviewed and amended pursuant to their message board exchange. During this exchange the Board had moved to approve the Committee Chairs Guide as amended. This motion was approved during the Board meeting.

### **IFTA, Inc. Financial Report**

The financial report was presented by Ms. Turner and the Board reviewed the organization's portfolio. The organization remains financially sound. In reviewing the insurance of the building, IFTA, Inc. had been identified as a high risk due to the previous theft of copper. Therefore, when the kitchen was renovated due to ongoing leaks which lead to the presence of some mold, no insurance claim was submitted.

### **Adjournment**

Following the conclusion of the business discussions the First Quarter 2012 IFTA, Inc. Board of Trustees was adjourned.

**Motion:** Mr. Listella moved to adjourn the First Quarter 2012 IFTA, Inc. Board of Trustees meeting. Ms. Rowen seconded the motion. The motion passed.

## ACTION ITEMS RESULTING FROM THE 1Q12 BOARD MEETING

ITEM	ACTION
1-1Q12	IFTA, Inc. will develop and online evaluation form for the ABM attendees.
2-1Q12	IFTA, Inc. will pursue sponsorships for breaks only for the July 2012 ABM.
3-1Q12	IFTA, Inc. will negotiate Board meeting hotel contracts for 2013.
4-1Q12	IFTA, Inc. will provide changes to the Committee Chairs guide for Board review at the 2Q2012 board meeting.
5-1Q12	IFTA, Inc. will finalize the Board ballot to move the ITAC to a standing IFTA committee.
6-1Q12	IFTA, Inc. will develop a pre-first comment period site for membership to comment on the Audit committees P600 ballot language.
7-1Q12	IFTA, Inc. will work with the LEC to promote the 2012 M/M Blitz.
8-1Q12	IFTA, Inc. will work with the LEC to finalize and publish the 2011 M/M Blitz data.
9-1Q12	IFTA, Inc. will continue efforts in developing an About Us page for the IFTA, Inc. website.
10-1Q12	IFTA, Inc. will develop an online database to track Committee Member Terms.
11-1Q12	IFTA, Inc. will create a web page for the Commissioner Training Committee (CTC).
12-1Q12	IFTA, Inc. will create a link from the volunteer forms to the "blue area" that is available to the committee chairs only on the message board.
13-1Q12	IFTA, Inc. will draft a Board charge to the IAC for Industry training.
14-1Q12	Board Member Garry Hinkley to make a presentation at the ABM regarding ITERUS sending revoked motor carrier status' to non CVIEW clients.
15-1Q12	IFTA, Inc. will draft Bylaw changes regard Board meeting absences for review at the 2Q2012 Board meeting.
16-1Q12	IFTA, Inc. will prepare a memo for the RRWG – initial charge work has been completed.
17-1Q12	IFTA, Inc. will develop a draft Jurisdiction participation calendar for future program compliance reviews for review at the 2Q12 Board meeting
18-1Q12	Board member Chuck Ulm will get with the IAC and the LEC to harmonize the selection processes for the Mills and Reeves Award.
19-1Q12	Board member Sheila Rowen to explain to ASSC that we cannot justify a conference yet – charge them with a webinar – IFTA, Inc. will provide technical support – use participation in webinar to determine a face-to-face.

**ACTION ITEMS RESULTING FROM THE 1Q12 BOARD MEETING**

**ITEM**

**ACTION**

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20-1Q12 IFTA, Inc. to work with IRP, Inc. on planning for the CVSA meeting in Washington State in April.