

<b>FIRST QUARTER 2015</b> <b>IFTA, INC. BOARD OF TRUSTEES MEETING</b> <b>FEBRUARY 3 – 4</b>
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**Board Members:**

Cindy Arnold	Nevada Department of Motor Vehicles
Ron Hester	Ontario Ministry of Finance
Garry Hinkley	Maine Bureau of Motor Vehicles
Hugh Hughson	British Columbia Ministry of Finance
Trent Knoles	Illinois Department of Revenue
Stephen Nutter	Virginia Department of Motor Vehicles
Joy Prenger	Missouri Motor Carrier Services
Chuck Ulm	Comptroller of Maryland
Stuart Zion	Colorado Department of Revenue

**IFTA, Inc. Personnel:**

Lonette Turner	CEO
Jason DeGraf	Information Services Director
Tom King	Webmaster
Amanda Koeller	Comptroller
Debora Meise	Senior Director
Tammy Trinker	Office and Events Administrator

**Guests:**

Sandy Johnson	NorthStar Fleet Solutions
Lisa Lumbard	Lumbard & Associates
Carlos Valdivia	Lumbard & Associates

**Call to Order**

Mr. Ronald Hester (ON), IFTA, Inc. Board of Trustees (Board) President, called the meeting to order. Mr. Garry Hinkley (ME) attended the meeting by conference call as inclement weather prohibited his attendance in person. The Board immediately went into a closed session for the purpose of electing the 2015 Board Officers. Following the closed session the meeting was reopened. It was announced that the Executive Committee was elected with no changes. The following motions were presented in the closed session relating to the election of the officers.

**Motion:** Mr. Chuck Ulm (MD) moved to approve Mr. Hester as President of the IFTA, Inc. Board of Trustees. Mr. Hugh Hughson (BC) seconded the motion. The motion passed.

Mr. Stuart Zion (CO) and Mr. Ulm were then appointed as First Vice Chair and Second Vice Chair respectively by acclamation.

### **FYE14 Audited Financial Statements and SOC II Auditors Report**

Representatives from Lumbard & Associates, Ms. Lisa Lumbard and Mr. Carlos Valdivia, both presented these findings to the Board. These reports covered a comparison period from 2013 through 2014. Ms. Lumbard informed the Board that the reports were positive, offering clean findings. Recommendations that were offered included revenue posting of membership dues and establishing a whistle-blower policy. Ms. Lonette Turner, IFTA, Inc. CEO, explained that both of these recommendations have been incorporated since the completion of the audits. In addition, the financial audit findings recommended a formal policy be initiated with a minimum of \$500 to reduce equipment purchases that are considered irrelevant. Currently, IFTA, Inc. does have a miscellaneous account funded for the purpose of equipment replacement with a minimum of \$1,000.

### ***Internal Services Auditor Report***

Ms. Lumbard explained that this report reviewed the internal controls over the funds netting process. The auditors examined the description of the funds netting process and reviewed the fairness and suitability as well as the operation of the process itself. It was their finding that the funds netting process had a clean finding. The auditors had reviewed the funds netting security, availability, and confidentiality as well as having tested the entire process from start to finish. Their testing results indicated that the system extracts only the relevant data and that the data was provided timely in accordance with the provided funds netting calendar. No exceptions were identified during this audit and the reported controls are in place.

Discussion was had regarding the frequency of the audits and the possibility of having reviews vs. full audits. It was explained that reviews verify that the cash agrees with the bank records and that all the ledgers are verified. There are no confirmations, internal controls or fraud concerns required during a review. Reviews cannot be conducted for the SOC II report as regulations require this to be a full, annual audit. The auditors explained that, if a review found something significant, that the work would be stopped and a full audit would then be scheduled.

The Board considered having an audit one year and a review the next. IFTA, Inc. will research whether a two year review with a full audit in the third year is permissible. During the 2015 Annual IFTA Business Meeting, the Board will present this to membership for open discussion.

**Motion:** Mr. Hughson moved to adopt the reports from Lumbard & Associates as presented. Mr. Trent Knoles (IL) seconded the motion. The motion passed.

### **4Q14 Board Meeting Minutes**

The Board reviewed the minutes from the Fourth Quarter 2014 Board meeting. Some amendments were requested.

**Motion:** Mr. Ulm moved to accept the minutes as amended. Mr. Hughson seconded the motion. The motion passed.

### **Board Actions by Email**

The minutes of Board Actions by Email during the fourth quarter were also presented. These actions included filling committee vacancies on the Agreement Procedures Committee (APC), Clearinghouse Advisory Committee (CAC), Dispute Resolution Committee (DRC) and the Information Technology Advisory Committee (ITAC). Additionally, the Board had approved the nominees for the Law Enforcement Committee (LEC) vice chair positions. Finally, the Board also approved a modification to the FYE15 budget.

**Motion:** Mr. Stephen Nutter (VA) moved to accept the Board Actions by Email as presented. Mrs. Cindy Arnold (NV) seconded the motion. The motion passed.

### **Committee and Jurisdiction Assignments**

The Board reviewed the liaison assignments to the various committees and jurisdictions. It was the decision of the Board that the existing assignments from 2014 remain the same for 2015. The assignments are as shown below.

**Motion:** Mr. Nutter moved to keep assignments the same. Mrs. Arnold seconded the motion. The motion passed.

<b>2015 Standing Committee Board Liaisons</b>		
<b>Agreement Procedures</b>	<b>Audit</b>	<b>Clearinghouse Advisory</b>
Cindy Arnold (NV), Lead	Steve Nutter (VA), Lead	Garry Hinkley (ME), Lead
Trent Knoles (IL)	Joy Prenger (MO)	Cindy Arnold (NV)
<b>Dispute Resolution</b>	<b>Industry Advisory</b>	<b>Information Technology Advisory Committee</b>
Hugh Hughson (BC), Lead	Hugh Hughson (BC), Lead	Garry Hinkley (ME), Lead
Steve Nutter (VA)	Chuck Ulm (MD)	Cindy Arnold (NV)
<b>Law Enforcement</b>	<b>Program Compliance Review</b>	
Chuck Ulm (MD), Lead	Trent Knoles (IL), Lead	
Stuart Zion (CO)	Joy Prenger (MO)	

2015 SPECIAL COMMITTEE BOARD LIAISONS	
<b>Attorneys' Section Steering</b>	<b>Audit Working Group</b>
Stuart Zion (CO), Lead	Steve Nutter (VA), Lead
Chuck Ulm (MD)	Garry Hinkley (ME)
<b>Dual Fuel</b>	<b>IFTA/IRP Board Subcommittee</b>
Hugh Hughson (BC), Lead	Stuart Zion (CO)
Garry Hinkley (ME)	Ron Hester (ON)
<b>Electronic Credentials Working Group</b>	
Garry Hinkley (ME), Lead	
Trent Knoles (IL)	

2015 Jurisdiction Board Liaisons								
Joy Prenger	Ron Hester	Garry Hinkley	Hugh Hughson	Trent Knoles	Stephen Nutter	Stuart Zion	Cindy Arnold	Chuck Ulm
AR	NL	CT	AB	IL	AL	AZ	ID	DE
IN	NS	ME	BC	IA	FL	CA	MT	MD
LA	ON	MA	MB	KS	GA	CO	OR	NJ
MO	PE	NH	NB	MI	MS	NM	UT	OH
NE	QC	NY	SK	MN	NC	TX	NV	PA
ND		RI		OK	SC	WY	WA	WV
SD		VT		WI	TN			
				KY	VA			

**Consent Agenda**

A Consent Agenda was reviewed by the Board. This agenda consisted of committee reports from the Attorneys' Section Steering (ASSC), Audit (AC), Clearinghouse Advisory (CAC), Dispute Resolution (DRC), IFTA Compliance Audit Working Group (I-CAWG), Information Technology Advisory (ITAC), Law Enforcement (LEC) and Program Compliance Review (PCRC) committees.

**Motion:** Mr. Hughson moved to accept the Consent Agenda. Mrs. Arnold seconded the motion. The motion passed.

### **Agreement Procedures Committee Report**

Cindy Arnold (NV), committee Board liaison, reported that the APC is drafting a ballot pertaining to the Annual Reports requiring membership to report their IFTA systems provider.

Other ballot issues the APC is currently drafting include requiring the read only jurisdictions of the clearinghouse to send the number of transmittals sent during a calendar year. Currently all members are required to send this information. The APC is also drafting a ballot requiring a daily update of demographic data to the clearinghouse.

The Board discussed the definitions of cancelled, suspended and revoked and determined that the current definitions were not clear. It was the decision of the Board that the APC should be tasked with reviewing the manual definitions in order to determine if they should be removed or redefined to ensure that membership is using them in the same manner. This task will not be presented as a formal charge.

### **Clearinghouse Update**

Mr. Jason DeGraf, Information Services Director, announced that Nova Scotia is now a full member of the IFTA clearinghouse. Additionally, Alberta, Manitoba, Newfoundland, Oklahoma and Quebec are currently working on becoming full members of the clearinghouse.

It was reported that the former Regional Processing Center (RPC) jurisdictions have all tested and uploaded data into the clearinghouse. Rhode Island experienced issues related to the posting of transmittals and not providing demographic updates. Following discussion, Mr. Hinkley agreed to contact RI to ensure that everything is operational and confirm their activity. The Board also determined that, should any jurisdiction not update clearinghouse data, or not update in a timely fashion, the jurisdiction should be contacted by their Board liaison to inquire as to the reasons for the missing data and/or inactivity.

Previously, it was announced that discussions had resumed with the Federal Motor Carrier Safety Administration (FMCSA) regarding the uploading of status data to Safety and Fitness Electronic Records (SAFER) on behalf of the non-CVISN (Commercial Vehicle Information Systems and Networks) states. IFTA, Inc. has not received the listing of non-CVISN jurisdictions at this time. Mr. Hinkley agreed to assist in compiling this list so that a Memorandum of Understanding could be sent to these jurisdictions for consideration to participate in the program. At this time, Nevada is the only jurisdiction to have signed the memorandum and their status data is ready to go live with SAFER.

Mr. DeGraf informed the Board that apps have been researched, but IFTA, Inc. is unable to further these programs with the current system. Additional equipment would be required should app programs be something membership is interested in pursuing.

### **Funds Netting**

Mrs. Amanda Koeller, Comptroller, reported that late payments from 2013 to 2014 were reduced through the funds netting process. It is anticipated that, with the one disbursement feature offered this year, this figure will be even further reduced in 2015.

Reviewing the clearinghouse membership, IFTA, Inc. will work with Newfoundland to review the procedures for full participation in the clearinghouse. Additionally, Manitoba has set a deadline to fully participate in July 2015. Currently, Manitoba is conducting internal testing.

The Board discussed that, for future Clearinghouse and Funds Netting updates, that these reports could be added into the Consent Agenda unless there are projects or issues which require Board action.

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

Mr. Tom King, Webmaster, presented this demonstration to the Board. Mr. King informed the Board that he has been working on remote access of the web pages for ease of accessing from locations outside of the office. The third comment period for IFTA Full Track Preliminary Ballot Proposal 3-2014 has opened and voting on ballot's 2-2014 and 4-2014 is now open. Mr. King continues to refine the Google search so that it would provide more meaningful search results on the website.

### **IFTA Meeting Update**

Mrs. Tammy Trinker, Office and Events Administrator, updated the Board on the organization meetings. IFTA, Inc. continues to work with Conference Direct to locate and consider hotel locations for the 2016 IFTA/IRP Audit Workshop and the 2016 Annual IFTA Business Meeting. IFTA, Inc. will also investigate the opportunity to have the 2015 Attorneys' Meeting be hosted in San Antonio, TX during the same time period as the IFTA/IRP Managers' and Law Enforcement Workshop.

Discussion was had regarding the two-year test period concluding December 2015. This test period allowed IFTA, Inc. to host the IFTA/IRP Audit Workshop while IRP, Inc. hosted the IFTA/IRP Managers' and Law Enforcement Workshop. Consideration was given as to whether or not the test was successful; IFTA, Inc. and the Board felt that the successful events hosted by IFTA, Inc. and IRP, Inc. proved the success of the test period. The Board will contact the IRP, Inc. Board of Directors in regards to the hosting of these events and recommend that that the hosting of these workshops remain as they are currently arranged.

### **CVSA Meeting**

Mrs. Debora Meise, Senior Director, informed the Board of the upcoming Commercial Vehicle Safety Alliance (CVSA) meeting. This meeting will be held April 12 – 16, 2015, in Jacksonville, FL. IFTA, Inc. extended the invitation to the LEC members that could attend to assist with the IFTA presentation.

### **Ballots**

Mrs. Meise reviewed the 2014 IFTA and IRP ballots. It was reported that IFTA Full Track Preliminary Ballot Proposal (FTPBP) 1-2014 was withdrawn following the 2014 Annual IFTA Business Meeting by the sponsor, the PCRC. Both IFTA Full Track Final Ballot Proposals (FTFBP) 2-2014 and 4-2014 are currently out for vote by membership. FTPBP 3-2014 is currently out for a third comment period. IFTA Short Track Final Ballot Proposal (STFBP) 5-2014 did not receive a sufficient number of votes to pass or fail and, therefore, the ballot sponsored by the Board failed.

IRP, Inc.'s ballot, 399, had been issued for a re-vote for Region IV (US) Board elections. It resulted with Ms. Dawn Lietz (NV) as the elected candidate.

### **Committee Chairs Conference Call**

The Board held a conference call with the various IFTA committees. Those committee representatives that participated on the call included:

- Mr. Jeff Hood (IN), Chair, Audit Committee
- Mr. Randy Boone (IN), Chair, Clearinghouse Advisory Committee
- Mr. Mark Byrne (NE), Chair, Dispute Resolution Committee
- Ms. Johnson, Chair, Industry Advisory Committee
- Mr. Thom Rabaglia (WI), Vice Chair, Information Technology Advisory Committee
- Insp. Andrew Markle (ON), Vice Chair, Law Enforcement Committee
- Mr. Joe Dian (IN), Chair, Program Compliance Review Committee
- Mr. Collin Davis (IN), Chair, Attorneys' Section Steering Committee
- Mr. Hugh Hughson (BC), Chair, Dual Fuel Working Group
- Mr. John Smith (KS), Chair, Electronic Credentials Working Group
- Mr. David Nicholson (OK), Chair, IFTA Compliance Audit Working Group

### ***Audit Committee Chair***

Mr. Hood offered this committee report and reported on the positive attendance at the 2015 IFTA/IRP Audit Workshop being held in San Antonio, TX in late February. Commenting on committee webinars, the Auditor 101 webinar was very successful.

Mr. Hood reviewed the committee members and submitted Mr. David Nicholson (OK) and Ms. Helen Varcoe (MT) to assume the roles as Chair and Vice-Chair respectively following the conclusion of his term, when he would then become Ex-Officio. Additionally, Ms. Lietz and Mr. Bob Schwab's (MO) terms have also expired. These changes resulted in the committee having two vacancies in the Midwest Region. The committee submitted the nomination of Ms. Monica Halstead (IN) to fill one of the vacancies.

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

Mr. Boone informed the Board that the CAC currently has one vacancy in the Eastern Region to fill. Mr. Richard Cuddy (MA) recently filled the vacancy in the Northeast. The committee continues to actively search for a replacement in the Eastern Region.

The CAC has been restructured and has formed subcommittees to assist with completing the Board charges and committee goals. The committee has an Electronic Credentialing and Dual Fuels Subcommittees. Additionally, the CAC is focusing on quality control reviews to find inconsistencies among jurisdictions with how, and when, they present their demographic and transmittal data. The CAC plans to create a Best Practices Guide that would assist jurisdictions in this regard. The committee is also working with the former RPC jurisdictions to help them to stay current with the clearinghouse compliance issues.

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

Mr. Byrne reported that, at this time, the committee has no current business. The committee filled the Western Region vacancy recently with Mr. Mark Zimmerman (AZ), who replaced Mr. Kevin Park (UT) who had resigned from the committee.

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

Ms. Johnson explained that the IAC meets twice a year. Once during the IFTA/IRP Audit Workshop and the second time during the Annual IFTA Business Meeting. The committee is currently watching, and discussing, the activities of the I-CAWG. Additionally, the committee continues to monitor items of concern such as alternative fuels, un-receipted fuel calculations, electronic credentials and the elimination of the IFTA decal.

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

Mr. Miller announced that the ITAC has no current issues pending at this time. Recently, the committee has accepted three new members. These persons include Ms. Jennifer Stevenson (AZ), Mr. Michael Glover (NV) and Ms. Kasia Panczyszyn (ON). The committee continues to look for volunteers from the Southeast Region and will also be looking for more volunteers later in the year when Mr. Hood and Mr. Thomas Rabaglia (WI) retire.

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

Inspector Andrew Markle (ON) offered this report. The LEC has had several membership changes. The new Vice Chairs to the committee are Mr. David Bales (KS) and Mr. Frank Hernandez (NV). The committee also recently acquired two new members: Mr. Eric Belford (MT) and Lt. Michael Klingenberg (WI). With the new membership changes, the committee is in a transition phase but things are continuing to move forward.

The committee is working with IFTA, Inc. in regards to the planning for the March and May Compliance Initiative for 2015. This will be the first year the initiative will include



IRP verifications. The committee also continues its work on the Best Practices Guide that will be including safety issues and addressing precautions at the roadside.

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

Mr. Dian commented on the committee roster and acknowledged their newest member, Mr. Rodney Richard (AR). The committee will have more vacancies later in the year due to the roll-off schedule and will be looking to fill vacancies in the Northeast and Midwest regions. Mr. Tim Ford (CA) has volunteered to be Vice Chair on the committee and Mr. Dian will forward this request to the Board. Mr. Richard Wagner (NV) will assume Chair once Mr. Dian's term expires.

The committee is also working with the DRC to monitor jurisdiction activity and audit completions. Additionally, the PCRC is also working on the Board charge regarding the Review Guide.

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

Mr. Beaudette (MT) explained that the ASSC is working on ways to increase their meeting attendance. Recently a survey was sent to all IFTA attorneys inquiring about schedules, length of the meeting and cost of the meeting. The committee continues to move forward with hosting a 2015 IFTA Attorneys' Meeting in October alongside the IFTA/IRP Managers' and Law Enforcement Workshop.

The ASSC is also working to fill vacancies on the committee. In addition, the committee is drafting commentary that will be posted to the website regarding FTPBP 3-2014.

#### ***Dual Fuel Working Group***

Mr. Hughson offered this update. Referencing STFBP 5-2014, regarding the conversion rate, did not receive a sufficient number of votes to pass. It is the expectation of the working group that the ballot should be presented for consideration again as the issue is critical and necessary for better reporting.

The working group has also worked with the CAC to recommend four new fuel types. These fuel types were accepted by the Board and will be incorporated into the clearinghouse. The Dual Fuel Working Group is also working on a webinar explaining how carriers should be reporting dual fuel vehicles. The working group is planning to have this webinar released by the Annual IFTA Business Meeting.

#### ***IFTA Compliance Audit Working Group***

Mr. Nicholson reported that this working group is in a holding pattern since the rewrite of FTPBP 3-2014. This ballot has been sent out for the third comment period and the working group is waiting for the comment period to conclude to review any commentary offered by membership.

#### ***Committee Charters***

Mrs. Meise asked if any of the committees had any changes to these documents. The Board will be reviewing the charters during the Board meeting for approval. Changes

that have been made to these charters were to provide a greater consistency among the committees were possible. Once approved, the charters will be posted to the website and forwarded to the committee chairs.

### ***2015 Ballot Deadlines***

Mr. Hester reviewed the ballot deadlines for 2015. Ballot proposals are due by April 10 to IFTA, Inc. The first comment period will then begin April 14. The committees were urged to utilize the ASSC to review any proposed ballot language prior to submission.

### ***Committee Chairs Guide***

Mrs. Meise informed the committees that the Board will be reviewing for approval the Committee Chairs Guide. Once this document was approved it will be posted on the website.

Mr. Hester thanked the attending committee members for their participation on the Committees Conference Call with the Board. He recognized their hard work and observed that the committees are an integral part of the IFTA organization.

In closing, Mr. Hood commented on the additional work necessary for FTPBP 3-2014 and opined that the first comments produced by the ASSC were defective. He urged the committee to review the current language in the manual as well as the ballot language prior to commenting further on the ballot.

### **Program Compliance Review**

Mrs. Meise informed the Board that thirteen reviews have been scheduled for the Midwest Region. The IL review has been completed and was the final review led by Mr. Richard Beckner prior to his retirement from IFTA, Inc.

IFTA, Inc. continues to work on webinars related to program compliance reviews. A Jurisdiction Expectation webinar is completed and will be scheduled for release in early March. A Reviewer Training webinar is also being finalized for release in mid-March. Additionally, a step-by-step procedures for conducting reviews is also being compiled.

It was explained that the process of verifying the tax return data against the transmittal still requires manual entry of the data into a spreadsheet. This formula has been improved upon from the previous process where all of the data had to be manually entered. While it is a cumbersome process this verification process is an improvement. IFTA, Inc. remains open to alternative suggestions that will continue to update and improve this process of verifying the record's accuracy.

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

Mrs. Amanda Koeller, Comptroller, provided the IFTA, Inc. financial report to the Board. Mrs. Koeller informed the Board that the investment accounts were very favorable and that IFTA, Inc. had purchased a new server to replace outdated equipment. IFTA, Inc. remains financially sound and stable.

Commenting on the rental properties, Mrs. Koeller informed the Board that Suite B-3 has been rented with a new five-year lease effective February 1, 2015. IFTA, Inc. continues to remain in contact with the current tenant in Suite B-6 to determine if this lease will be renewed. This lease expires August 31, 2015.

### **Electronic Credentials Working Group**

The Electronic Credentials Working Group (ECWG) was previously charged with determining if the current form of IFTA indicia (physical decals and license) is still practical, or, if today's technologies lend themselves to the most effective and efficient administration and enforcement of the motor fuel use tax laws of the member jurisdictions. The working group reviewed the issue at length and proposed a pilot project to be developed in two phases.

The first phase of this pilot project would allow specific jurisdictions to issue bar coded license cards to their taxpayers. These barcodes would contain data including the taxpayer ID (IFTA license number), license status and license status date as well as the taxpayer name. IFTA, Inc. would develop a program, application or website for roadside law enforcement that would be user friendly. Law enforcement officers would then be able to scan the barcode or enter into the program the license number and retrieve the necessary data to determine the taxpayer's status. This database would be separate from the clearinghouse and be accessible only by a user name and password. It is the position of the ECWG that, if this pilot project were successful, phase two would then issue the program's release to all interested member jurisdictions.

Much discussion was had regarding the working group's proposed pilot project. It was the position of the Board that such a project, and any scenario that was further considered during their discussions, would not work completely or effectively and may not yield useful results. The Board also considered permitting those jurisdictions that could offer electronic credentials to do so; however, the jurisdictions would still be required to provide paper licenses as well for those jurisdictions that could not accommodate the electronic forms.

The Board will task the LEC with reviewing this issue and presenting options that would bring the IFTA community closer towards the realization of electronic credentialing.

Membership on the working group was then reviewed. The Board appointed Mr. Hinkley as Chair and Ms. Johnson as Co-Vice Chair. The Board will also reach out to the LEC for membership to the working group and ask if they could act as a Co-Vice Chair on the working group.

### **Committee Vacancies and Best Practices Guide**

During a closed session on the second day of the Board meeting conversation was had regarding committee vacancies and the Best Practices Guide. When the Board resumed the open session of the meeting, it was announced that the Best Practices Guide was to be amended to ensure that all committees follow a standard practice when filling vacancies. The committee Chairs will be required to solicit the various regions where representation

is needed to ensure that there is an adequate list of potential committee members to choose from. Additionally, the Board liaisons will communicate with the Chairs to ensure that this solicitation had been done before a nominee is presented to the Board for approval. A presentation outlining this new requirement will be offered during the upcoming Annual IFTA Business Meeting.

### **Dual Fuel Working Group Report**

Mr. Hughson presented this working group report to the Board. Referencing STFBP 5-2014, the working group will forward the ballot language to the ASSC so that they could review it and offer their comments on the issues outlined in the ballot. Additionally, IFTA, Inc. will reach out to those jurisdictions that did not vote on the ballot and inquire as to whether there was a reason why they did not vote on the ballot.

At this time, the four new fuel types offered by the working group have not yet been incorporated into the clearinghouse. A webinar is currently being drafted that would clearly explain these fuel types and how to report. Once this webinar is released, the fuel types will be added to the clearinghouse database.

### **Industry Advisory Committee Report**

Ms. Turner provided this report on behalf of Ms. Johnson, Chair. Industry is focusing on several issues this year including I-CAWG, alternative fuels, unreceipted fuel calculation, electronic credentials and the elimination of the IFTA decal.

### **Standing and Special Committees**

#### ***Finalizing Charters***

The Board reviewed the committee charters as presented for approval. It was noted that the charters are more uniform than they have been in the past. The IAC was the only charter not presented as they operate independently. Additionally, only the DRC and PCRC charters mention a quorum.

**Motion:** Mr. Hughson moved to accept the amended charters as presented. Mrs. Arnold seconded the motion. The motion passed.

### **Contingency Plan Review**

Ms. Turner presented the Contingency Plan review to the Board. This plan was updated to include what the Executive Committee should do in the event that the IFTA, Inc. staff is not available and options for when a jurisdiction becomes unable to communicate or provide pertinent IFTA data. IFTA, Inc. will research how long IFTA, Inc. can operate outside of Arizona should another jurisdiction need to run the daily operations until the IFTA, Inc. offices could be re-established in Arizona. It was noted that, should the organization not be re-established within Arizona then the organization would need to file for incorporation in whichever jurisdiction it would be restructured.

Other concerns addressed for this plan include acquiring off-site equipment to be made available in the event that the IFTA, Inc. offices suffer a catastrophic loss. The off-site equipment would be utilized to bring the organization's data back online. Travel was

also considered. The Board spoke about travel approvals, canceling a function during a catastrophic event altogether, and suspending travel requests until the event could be rescheduled.

### **New Business**

#### ***Quarterly Region Calls with the Board***

The Board discussed increasing communications with membership. As a result, the Board determined that a Quarterly Board Regional conference call should be initiated. IFTA, Inc. will work with the Board to arrange these regional calls, based on the existing five regions, and prepare agenda topics and arrange for the dial-in information.

#### ***ASSC***

Mr. Ulm referenced an ASSC representation issue. It was explained that the Board had previously approved the temporary assignment of Ms. Caryl Silver (ON) to participate on the committee during Mr. Mark Osbaldeston's (ON) hiatus. This motion was made in the fourth quarter 2013. Recently Mr. Osbaldeston returned to his duties and wanted to be reinstated on the ASSC, allowing Ms. Silver to resign her temporary assignment.

**Motion:** Mr. Ulm moved to approve the reinstatement of Mr. Mark Osbaldeston (ON) to the committee.

During discussion it was the Board's opinion that, since the original motion was to allow Ms. Silver to assume Mr. Osbaldeston's seat on the committee that no formal motion was necessary to reinstate Mr. Osbaldeston. As a result, Mr. Ulm withdrew his motion. IFTA, Inc. will update the ASSC web page to show that Ms. Silver is no longer on the committee and that Mr. Osbaldeston has been reinstated as a full member of the Attorneys' Section Steering Committee.

Mr. Ulm then announced that Mr. Collin Davis (IN) is resigning from the ASSC and has submitted the nomination of Mr. Jim Clark (IN) to fill this vacancy.

**Motion:** Mr. Ulm moved to approve Mr. Jim Clark (IN) as a committee member of the ASSC.

During discussion the Board deemed that it was best to request the committee reach out to all member jurisdictions, as the ASSC charter is not discerned by region, announcing that there is a vacancy. Pursuant to the Board's earlier decision to ensure that all committee's communicate any vacancies to the entire region, the Board decided not to approve any committee members at this time until this process had been followed. Mr. Ulm will contact the ASSC and apprise them of this new procedure. Without a second to the motion it was observed that it did not require withdrawing.

#### ***CVSA Letter***

Discussion was had regarding the Commercial Vehicle Safety Alliance (CVSA) inquiry to the Federal Motor Carrier Safety Administration (FMCSA). This inquiry recommended the requirement of a Universal Electronic Identifier for every commercial

motor vehicle. CVSA has asked IFTA, Inc. and the Board to support this requirement. During the conversations it was concluded that IFTA, Inc. should not support this request as it mandates transponders; this is outside of the scope of IFTA's authority.

### ***Travel Expenses***

Mr. Knoles presented the consideration that IFTA, Inc. cover the travel expenses for the Board Liaisons to attend the annual workshops similarly to how the expenses are covered for the committee chairs. Ms. Turner informed the Board that IFTA, Inc. is currently reviewing this option and will be reviewing the budget for the Board's approval in April.

Much discussion was had regarding the possibility of IFTA, Inc. paying for committee members to attend their hosted workshops as well. It was explained that a majority of the committees no longer hold full committee meetings while at the workshop. Instead, the committee meeting has focused more on the events of the workshop instead of any additional committee charges or projects.

### **Strategic Planning Session**

The Board reviewed the Strategic Plan and worked to complete and finalize the Action Plans. Revisions were made to the Action Plans and the Board reviewed the entire Plan in-depth.

### **Quarterly Board Meetings**

The Board discussed and re-evaluated the timing of the quarterly Board meetings. It was the decision of the Board that the three quarterly meetings remain vital. While discussion was had regarding the timing of the meetings, no changes were made at this time in regards to the scheduling of these meetings. Currently, the quarterly Board meetings are held in late January to early February, then in late April, and again in early October.

### **Adjournment**

Following the conclusion of the First Quarter 2015 IFTA, Inc. Board of Trustees meeting, Mr. Hester called for a motion to adjourn.

**Motion:** Mr. Zion moved to adjourn the First Quarter 2015 IFTA, Inc. Board of Trustees meeting. Mr. Hughson seconded the motion. The motion passed.