

**IFTA, INC. BOARD OF TRUSTEES  
SECOND QUARTER 2008 MEETING  
APRIL 17 – 18  
CHANDLER, ARIZONA**

**Board Members:**

Scott Bryer	New Hampshire Department of Safety
Scott Greenawalt	Oklahoma Corporation Commission
Julian Fitzgerald	North Carolina Department of Revenue
Andrew Foster	New Brunswick Department of Finance
Rena Hussey	Virginia Department of Motor Vehicles
Edgar Roberts	Nevada Department of Motor Vehicles
Sheila Rowen	Tennessee Department of Revenue
Robert Turner	Montana Department of Transportation

**IFTA, Inc. Personnel:**

Lonette Turner	Executive Director
Jason DeGraf	Information Services Administrator
Jessica Eubanks	Executive Assistant
Tom King	Webmaster
Debora Meise	Program Director
Tammy Trinker	Events Coordinator

**Guests:**

Gary Bennion	Con-Way Incorporated
Robert Pitcher	American Trucking Association
Glenn Campbell	IFTA, Inc. Financial Advisor

**Call to Order**

Mr. Julian Fitzgerald (NC), IFTA, Inc. Board of Trustees (Board) President, called the meeting to order. Mr. Fitzgerald welcomed the newest Board member, Mr. Andrew Foster, and introductions were then made by the guests present. After the introductions, the Board went into a closed session for the purpose of discussions with the IFTA, Inc. Financial Advisor, Mr. Glenn Campbell. Following the conclusion of the financial discussions, the open session of the Board Meeting resumed.

**Approval of Minutes**

***First Quarter 2008 Board Meeting Minutes***

The Board reviewed and offered corrections to the minutes as written for the First Quarter 2008 IFTA, Inc. Board Meeting.

**Motion:** Ms. Sheila Rowen (TN) moved to accept the minutes as amended. Mr. Bob Turner (MT) seconded the motion. The motion passed.

***Board Actions by Email***

During the First Quarter 2008, the Board corresponded by email. The purpose of the correspondence was to appoint a Board replacement for Ms. Kim Craig (ON) as well as a new Law Enforcement Committee member, Mr. Mike Calfee (NC), to replace Ms. Heather Davis (NC).

**Motion:** Mr. Scott Bryer (NH) moved to accept the minutes as amended. Ms. Rena Hussey (VA) seconded the motion. The motion passed.

### ***Conference Call of February 27, 2008***

The Board participated in a teleconference to discuss ballot proposals from the Alternative Fuel Committee and the Clearinghouse Advisory Committee. Additionally, the Board reviewed IFTA FTFBP 2-2007, regarding the Dispute Resolution Process and the registration fees for the 2008 IFTA Annual Business Meeting.

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

### ***2007 IFTA Annual Business Meeting Minutes***

The Board reviewed and offered corrections to the 2007 IFTA Annual Business Meeting minutes. The amended minutes were considered for release to membership for approval at the July 2008 IFTA Annual Business Meeting.

**Motion:** Mr. Turner moved to distribute the amended 2007 IFTA Annual Business Meeting minutes to membership. Mr. Bryer seconded the motion. The motion passed.

### ***IFTA, Inc. Clearinghouse Update***

Mr. Jason DeGraf, IFTA, Inc. Information Services Administrator, reported on the activities of the IFTA, Inc. Clearinghouse. The funds netting project is underway with four jurisdictions participating in the test. These jurisdictions are KS, ME, MS, and SK. Following the testing period, actual funds transfers will be tested. IFTA, Inc. continues to investigate the concern of insuring accounts above the FDIC rates, Ms. Lonette Turner, IFTA, Inc. Executive Director, explained. The Clearinghouse Advisory Committee (CAC) is also addressing the issue of jurisdictions not funding the accounts on a timely basis. IFTA, Inc. is in the process of working with the CAC to draft regulations and guidelines to assist in this event.

A handful of jurisdictions have yet to correct the surcharge issue. First identified in September 2007, surcharges shown on transmittals have affected major vending and independent reporting systems. The problem doubles the total distance and fuel amounts which resulted in overstated total distance and fuel. IFTA, Inc. has asked the affected jurisdictions to address and amend this issue by 2008.

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

Ms. Turner updated the Board on the funds netting project. An actual monetary, penny exchange is scheduled to be conducted in June 2008. This monetary exchange is being coordinated with the pilot jurisdictions as well as the financial institution. The Canadian concern regarding insuring the accounts above and beyond the FDIC amount is still being reviewed.

The committee is asking direction on how to proceed in the event of a jurisdiction not funding the account in a timely manner. One proposed idea would be to prorate available funds and sanctioning the tardy jurisdiction during the jurisdiction's compliance review. The committee further recommends that any interest earned against the accounts be used to defray the costs of the IFTA, Inc. Clearinghouse.

IFTA, Inc. will contact IRP, Inc. to discuss how they handle their funds netting process when jurisdictions fail to timely fund the account. Additionally, IFTA, Inc. will work with the Clearinghouse Advisory Committee to draft funds netting rules. These rules would also address jurisdictions failing to timely upload transmittal data as well as timely funding of the account. Ultimately, these regulations would be incorporated into the IFTA, Inc. Clearinghouse Access Agreement.

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

IFTA, Inc. Webmaster, Mr. Tom King, provided a demonstration of the website. Mr. King reviewed the latest amendments to the site. These changes include, but were not limited to, the 2007 Annual Reports,

2008 ballot proposals, email exchanges with attachments, and additional committees provided on the website.

#### **Alternative Fuel Committee**

A teleconference with Ms. Kim Craig (ON), Alternative Fuel Committee (AFC) Chair, was held regarding IFTA Full Track Preliminary Ballot Proposal 7-2008. This Board sponsored ballot addresses the issue of a blended fuels definition and reporting. It is being proposed that the official definition of blended fuel be “a motor fuel that is blended with another type of motor fuel or product; or may be used interchangeably with another type of motor fuel.” This definition is a result of the alternative fuels survey issued earlier by the AFC.

Ms. Craig will continue to work with the committee to research the history of this ballot proposal and work on a presentation during the Annual Business Meeting to further discuss this issue and ballot proposal. IFTA, Inc. will secure the New York reporting instructions for blended fuel and distribute them to the Board for their review. Additionally, the Annual Business Meeting presentation will include an explanation of the New York and Texas adjustment processes to better assist membership in understanding the ballot being proposed.

#### **IFTA Meeting Update**

IFTA, Inc. Events Coordinator, Mrs. Tammy Trinker, provided a meetings update. Attendance at the 2008 IFTA Attorneys’ Section Meeting has dropped. The committee intends on discussing future meetings and how best to increase attendance and participation. Additional 2008 meetings were also reviewed. The 2009 Attorneys’ Section Meeting is currently being reviewed as to an ideal location for hosting. No contracts have been signed for this meeting at this time. The IFTA Managers’ and Law Enforcement Seminar has been contracted with the Sheraton Imperial Hotel and Convention Center in Durham, NC. This seminar will be held September 9 - 11, 2009. Locations for the 2010 IFTA / IRP Audit Workshop are still being considered.

#### **IFTA Audit Committee**

Mr. Bryer provided this committee report. The IFTA Audit Committee (AC) is in the process of preparing the preliminary agenda for the 2009 IFTA / IRP Audit Workshop. Another topic, Auditor 300, will be presented on the optional day in addition to the Auditor 101 and Managing for Compliance. The Town Hall presentation will be deleted from the agenda while the Jurisdiction Only Session will be scaled back to include senior auditors only.

The Commissioners Survey is currently being analyzed by Rick LaRose (CT). A presentation regarding this survey will be made during the July Annual Business Meeting. A decal reconciliation survey was sent to audit managers and supervisors in all jurisdictions. A majority of those responding do not have formal audit procedures to reconcile decals. Additionally, a majority of those responding would support ballot language requiring decal reconciliation. The Board then reviewed the AC New Member Guide.

**Motion:** Mr. Greenawalt moved to approve the Audit Committee New Member Guide. Mr. Edgar Roberts (NV) seconded the motion. The motion passed.

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

Mrs. Debora Meise, IFTA, Inc. Program Director, provided this update. The 2007 Program Compliance Reviews (PCR) have been completed. The 2008 Alabama IFTA PCR was scheduled simultaneously with the IRP Peer Review, but the reviews were not combined. It was felt that the auditing side of a combined review is very productive in conducting combined IFTA and IRP reviews. However, the administrative review remains untested at this time. When the Board meets in October for the Strategic Planning Session, it will consider future combined reviews that would help to better establish the administrative compatibility and direction of the combined reviews.

Mr. Roberts volunteered the jurisdiction of Nevada to be considered for an early combined review to assist in this process. IFTA, Inc. will work with NV and IRP, Inc. with the goal of conducting simultaneous IFTA and IRP reviews. During this process, the IFTA Program Compliance Review Committee will use the administrative sample selected by the IRP Peer Review Team even if the sample is selected on-site at the time of the reviews.

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

Ms. Hussey provided the Program Compliance Review Committee (PCRC) report. The PCRC is actively seeking a replacement in the Midwest region following the resignation of Ms. Patricia Platt (KS). The Board then reviewed the PCRC Member Guide.

**Motion:** Ms. Hussey moved to approve the PCRC Member Guide. Mr. Bryer seconded the motion. The motion passed.

The committee is asking for consideration to utilize the IFTA, Inc. Clearinghouse for the purpose of conducting reviews. Confidentiality issues remain a concern should this request be approved. The committee has submitted their request to the Clearinghouse Advisory and Attorneys' Section Steering Committees for review and feedback before pursuing.

Ms. Hussey will contact the committee regarding the use of the Clearinghouse in the PCR process. Specifically, the committee will develop the concept and then survey the membership to determine barriers, concerns, threats to jurisdiction participation, and necessary changes to the Clearinghouse Access Agreement. Once the survey questions are determined, IFTA, Inc. will survey its membership through the website

The PCRC has submitted Consensus Board Interpretation Draft (CBID) 1-2008 for the Boards consideration regarding the definition of a new licensee. The CBID offered that, for the purposes of the Annual Report, a new licensee is an interstate operation that did not have an IFTA license in any IFTA member jurisdiction during the previous four (4) calendar years.

It was the position of the Board that P1110.300.025 addresses this specific issue. This article states that a "number of new licensees which shall consist of all new accounts licensed, but does not include licensees renewed or reinstated, for the registration year being reported or previously registered in another member jurisdiction". Respectfully, it was the Board's decision to take no action against this CBID. Instead, it was felt that this issue should be discussed with membership at the July Annual Business Meeting. Ms. Hussey will contact the committee regarding the Board's determination that a different approach be taken concerning new licensees reported on the jurisdiction Annual Report.

**Committee Board Liaisons**

Board Liaisons to the IFTA committees were then reviewed. The revised assignments were made as follows:

<b>STANDING COMMITTEES</b>		
<b>Agreement Procedures</b>	<b>Audit</b>	<b>Dispute Resolution</b>
Scott Greenawalt (OK), Lead	Scott Bryer (NH), Lead	Bob Turner (MT), Lead
Rena Hussey (VA)	Bob Turner (MT)	Edgar Roberts (NV)
Andrew Foster (NB)		
<b>Industry Advisory</b>	<b>Law Enforcement</b>	<b>Program Compliance Review</b>
Edgar Roberts (NV), Lead	Julian Fitzgerald (NC), Lead	Rena Hussey (VA), Lead
Sheila Rowen (TN)	Scott Greenawalt (OK)	Scott Greenawalt (OK)
	Bob Turner (MT)	

<b>SPECIAL COMMITTEES</b>		
<b>Alternative Fuels</b>	<b>Attorneys Steering Section</b>	<b>Clearinghouse Advisory</b>
Scott Bryer (NH), Lead	Rena Hussey (VA), Lead	Scott Greenawalt (OK), Lead
Sheila Rowen (TN)	Scott Bryer (NH)	
Andrew Foster (NB)		
<b>Information Technology Advisory</b>		
	Scott Bryer (NH), Lead	
	Andrew Foster (NB)	

Additionally, Mr. Foster will serve as the Jurisdictional Board Liaison for the ten (10) Canadian Provinces.

**Industry Advisory Committee**

Mr. Bennion provided this report. The Industry Advisory Committee (IAC) continues to review its committee charter in regards to term limits for the Steering Committee members. The IAC will continue monitoring issues related to IFTA and IRP as well as issues related to CVSA and the US DOT.

**Agreement Procedures Committee**

Mr. Greenawalt provided the Agreement Procedures Committee (APC) report. The APC and Law Enforcement Committee (LEC) continue to work on the preliminary agenda for the September 2008 IFTA Managers' and Law Enforcement Seminar. The APC has distributed their Best Practices Guide for comment to membership. A jurisdictional survey was also issued on behalf of the Annual Report Database subcommittee. The purpose of this survey is to establish the important data elements of the Annual Report. Mr. Greenawalt will continue working with the committee to develop definitions of the Annual Report items to include with the Annual Report database scheduled for release January 2009.

The APC also continues to review the Exemption Database. The committee has four vacancies and are looking to secure representatives from the Northeastern, Western, Midwest, and Canadian regions.

### **Law Enforcement Committee**

Mr. Fitzgerald provided this committee report. The LEC has been working on the Best Practices Guide, a roll off list, and the face-to-face meeting scheduled for April in North Carolina. Additionally, the Jurisdiction Communication List (JCL) law enforcement contacts has been compiled and updated. The committee will be requested to forward this list to IFTA, Inc. to ensure all current contacts have been incorporated into the JCL displayed on the secure side of the IFTA, Inc. website.

**Motion:** Mr. Fitzgerald moved to accept the Law Enforcement Committee Best Practices Guide. Mr. Greenawalt seconded the motion.

During discussion of the motion, the Board discussed the process of approving the Best Practices Guides. As identified in the Agreement Procedures Committee Best Practices Guide, the draft guide is then forwarded to other IFTA Standing Committees for review and commentary. After said review, the guide is then distributed to membership for commentary and review as well. Following these review periods, the guide is then presented to the Board for approval.

Following discussions, Mr. Fitzgerald withdrew his motion to accept the LEC Best Practices Guide. IFTA, Inc. will review the guide for grammatical and formatting consideration. Once this review has been completed, the guide will then be distributed to the IFTA Standing Committees for their review before releasing to membership for their commentary.

### **Information Technology Advisory Committee**

Mr. Bryer reported on the activities of the Information Technology Advisory Committee (ITAC). A test pilot is being conducted by select member jurisdictions regarding roadside enforcement. Other issues being addressed by ITAC include reviewing informational technology of interest to members as well as NLETS and the ability to distribute data to law enforcement personnel. The ITAC also hopes to recruit jurisdictional representation on the committee. Mr. Turner volunteered to participate on the committee.

### **Bylaws Review Committee**

Ms. Turner reported that the Bylaws Review Committee held two teleconference calls since the previous Board Meeting. The committee reviewed the charge assigned previously by the Board. These charges were to review Article Four of the IFTA, Inc. Bylaws concerning the Board. During discussions, the committee identified several issues to be addressed.

- Membership nominations and votes on Board vacancies
- Regional voting for its regional representatives
- Definitive timelines to fill a mid-term vacancy be adopted
- Increasing the number of Board members
- Developing an implementation plan of proposed amendments

Board Liaison Mr. Greenawalt supported the Bylaws Review Committee on their efforts and feels that the committee is headed in the proper direction and has provided a sound conceptual idea that could be supported by membership.

### **2008 Nominating Committee**

Mr. Roberts was appointed Chair of the 2008 Nomination Committee. Four Board seats are up for election and include the seats of Mr. Bryer, Mr. Fitzgerald, Mr. Turner, and Ms. Sonia Sanders (KY), who recently resigned from the Board. In considering the vacant seat following the resignation of Ms. Sanders, it was by majority position of the Board to defer a replacement. Of the three incumbents, all members are eligible for re-election. As committee Chair, Mr. Roberts will review the Nominating Committee memorandum and approve it for distribution to membership by IFTA, Inc.

### **IFTA, Inc. Strategic Plan**

The Strategic Plan was reviewed by the Board. The action step of SP II.2.B.1 was to charge the standing committees with developing new committee member guides. To date, the Board has approved the Audit and PCRC Member Guides. The APC New Member Guide was then reviewed for approval.

**Motion:** Mr. Greenawalt moved to accept the APC New Members Guide with the stipulation that the travel data be revised to mimic the Audit Committee New Member Guide. Mr. Turner seconded the motion. The motion passed.

Referencing SP II.3.B.1, developing a marketing plan to encourage participation, it was determined that IFTA, Inc. would advertise the continuing education credits that are available on key IFTA programs, such as the IFTA / IRP Audit Workshop and the IFTA Attorneys' Section Meeting.

In discussing furthering education and marketing techniques, Ms. Hussey agreed to research the ability of whether Virginia could host an IFTA Clearinghouse Training webinar. Mr. Fitzgerald will approach the LEC in consideration of a committee newsletter that would assist in promoting enforcement within IFTA. Other action items of the Strategic Plan reviewed included the availability of federal funds. IFTA, Inc. continues to work with the FTA regarding the possibility of additional federal funding. The Board will also consider the possibility of requesting existing federal grants to fund the Law Enforcement Committee "roadshow" program that is currently under development.

The Board addressed the issue of a single dues structure, as outlined by SP IV.E.4. The Board subcommittee reviewing the proposal to increase membership dues has determined that a combination of the IFTA, Inc. Clearinghouse Access Fee and membership dues would be more beneficial to the organization and its members. IFTA, Inc. will poll the jurisdictions on the Board's behalf regarding the possibility of a single dues structure, including the idea that those jurisdictions not participating in the IFTA, Inc. Clearinghouse would gain inquiry-only access upon payment of dues. A presentation will be provided at the July IFTA Annual Business Meeting regarding the elimination of a separate Access Fee and the fee being absorbed into the IFTA membership dues.

Addressing SP V.2.B., putting "teeth" in the compliance review process, the Board and Mrs. Meise will work to prepare a presentation for the July Annual Business Meeting regarding the future of the PCRC participation in the Dispute Resolution Process. Ms. Hussey will seek additional participation from Mr. Rick LaRose (CT) and Mr. Jay Starling (AL), PCRC Chair.

### **Annual Business Meeting**

Minor revisions were offered by the Board to the 2007 IFTA Annual Business Meeting minutes. The minutes will be distributed to membership prior to the 2008 IFTA ABM for approval. IFTA, Inc. has fielded a request from Mr. Ralph Erickson (FHWA) to provide an educational report during the business meeting regarding the benefits of participating in the Clearinghouse. Town Hall topics were also fielded by the Board. IFTA, Inc. will work on coordinating the 25<sup>th</sup> anniversary commemoration and providing presentation materials to the Board for their review.

### **2008 IFTA Ballot Proposals**

The Board then reviewed the current seven (7) full track ballot proposals submitted for 2008. These ballot proposals are available for commentary on the IFTA, Inc. website. The first comment period ends May 23, 2008. Two ballot proposals are returning recommendations from Missouri as well as the LEC. The ballot proposals are as follows:

- 1-2008 – Board sponsored regarding funds netting
- 2-2008 – APC sponsored regarding Article P1050
- 3-2008 – LEC sponsored regarding R160
- 4-2008 – MO sponsored regarding historical vehicles definition
- 5-2008 – IA, IN, MN, MN sponsored regarding FEIN / SSN

- 6-2008 – Board sponsored regarding new fuel types
- 7-2008 – Board sponsored regarding blended fuels

### **Late Returns on Transmittals Project**

The Late returns on transmittals project was then discussed. The Board reviewed reports run from the Clearinghouse that focused on both a simple return period as well as multiple return periods. The analysis showed findings relating to the 4Q06. During an in-depth review of the VA report, it was noted that less than 1% of their actual 4Q06 returns were late without justification while a majority of the late returns found had viable reasons for not being timely.

The Board will continue to review the reports run against their own jurisdictions and provide a more detailed analysis similar to that run by VA. The Board will review the project data once the reviews of their own report data has been completed. Each Board member will then prepare a report similar to Virginia's and provide it to Ms. Hussey, who will incorporate the findings into a presentation at the July Annual Business Meeting.

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

Ms. Turner presented the IFTA, Inc. financial report. IFTA, Inc. will request that the certified public accountant include the reserves on the balance sheets for future budget reports, as requested by the Board. IFTA, Inc. continues to remain financially stable.

**Motion:** Mr. Greenawalt moved to accept the IFTA, Inc. financial report as presented. Mr. Roberts seconded the motion. The motion passed.

### **FYI and New Business**

The Board also discussed the concern of the IFTA decals presented by Illinois. It was noted that the decal specifications recommending the performance life of the decal was inconsistent. While the recommendation listed under the required elements and color specify an 18 month period for performance, the clear coating and fabrication section recommended a one year period.

**Motion:** Mr. Greenawalt moved that the 2010 IFTA decal specifications be revised to reference a standard of 18 months in all relative sections. Mr. Foster seconded the motion. The motion passed.

### **Closed Session**

Following the conclusion of the open discussions, the Board then went into closed session for the purpose of personnel and other related matters. During this session, the Board reviewed the proposed FY 08/09 budget.

**Motion:** Mr. Greenawalt moved to approve the fiscal year 08/09 budget as proposed. Mr. Bryer seconded the motion. The motion passed.

### **Adjournment**

**Motion:** Mr. Bryer moved to adjourn the Second Quarter 2008 IFTA, Inc. Board Meeting. Mr. Turner seconded the motion. The motion passed.



## **ACTION ITEMS RESULTING FROM THE 2Q08 BOARD MEETING**

<b>ITEM</b>	<b>ACTION</b>
<b>1-2Q08</b>	Lonette Turner will contact Joan Kalvaitis at IRP, Inc. to discuss how IRP, Inc. handles its funds netting process when jurisdictions fail to timely fund.
<b>2-2Q08</b>	Lonette Turner, Jason DeGraf and Debora Meise will work with the Clearinghouse Advisory Committee to draft funds netting rules, including but not limited to those dealing with jurisdictions failing to timely upload transmittal data or failing to timely fund the Funds Netting account.
<b>3-2Q08</b>	Lonette Turner will contact the Alternative Fuels Committee and request that the NY and/or TX adjustment processes be explained at the Annual Business Meeting.
<b>4-2Q08</b>	Debora Meise will work with Nevada and IRP, Inc. with the goal of conducting a simultaneous IFTA and IRP reviews. During this process, the IFTA Program Compliance Review team will use the administrative sample selected by the IRP Peer Review Team even if the sample is selected on-site at the time of the reviews.
<b>5-2Q08</b>	Rena Hussey will contact the Program Compliance Review Committee (PCRC) regarding the use of the Clearinghouse in the Program Compliance Review process. Specifically, the PCRC will develop the concept and then survey the membership to determine barriers, concerns, threats to jurisdiction participation and necessary changes to the Clearinghouse Access Agreement. Once the survey questions are determined, IFTA, Inc. will survey the membership through its website.
<b>6-2Q08</b>	Rena Hussey will contact the PCRC regarding CBID 1-2008 and the Board's determination that a different approach will be taken concerning new licensees reported on the jurisdiction annual report.
<b>7-2Q08</b>	Scott Greenawalt will work with the Agreement Procedures Committee to develop definitions of the annual report items to include with the annual report database released in January 2009.
<b>8-2Q08</b>	Julian Fitzgerald will contact the Law Enforcement Committee regarding the jurisdiction law enforcement contacts to determine the status of obtaining this information.
<b>9-2Q08</b>	Julian Fitzgerald will contact the Law Enforcement Committee to inform the members that the Best Practices Guide will be distributed to the IFTA Commissioners and the IFTA Standing Committees for comment.
<b>10-2Q08</b>	Edgar Roberts will review the Nominating Committee memorandum and approve it for distribution to the membership. Lonette Turner will distribute it on his behalf.
<b>11-2Q08</b>	Rena Hussey will determine whether Virginia could host an IFTA Clearinghouse Training webinar.
<b>12-2Q08</b>	The Board members will consider the possibility of requesting existing federal grants to fund the Law Enforcement Committee "road show".
<b>13-2Q08</b>	Lonette Turner will poll the jurisdictions on the Board's behalf regarding the possibility of a single dues structure, including the idea that those jurisdictions not participating in the Clearinghouse would gain inquiry-only access upon payment of dues.

## **ACTION ITEMS RESULTING FROM THE 2Q08 BOARD MEETING**

<b>ITEM</b>	<b>ACTION</b>
<b>14-2Q08</b>	Rena Hussey, Scott Greenawalt, Bob Turner and Debora Meise will work together to prepare a presentation for the Annual Business Meeting regarding the future of the Program Compliance Review Committee's participation in the Dispute Resolution Process. Rena will ask Rick LaRose and Jay Starling if they would also like to participate.
<b>15-2Q08</b>	Lonette Turner will send the Annual Business Meeting voting presentation to Sheila Rowen and will send the Strategic Plan presentation to Scott Bryer.
<b>16-2Q08</b>	The Board members will continue their review of the untimely transmittal of returns data from the Clearinghouse. Rena Hussey will revise the Virginia report (made at the 2Q08 Board meeting) to include the money amount included on those returns and will forward it to the other Board members. The other Board members will prepare a similar report and send it to Rena to include in a presentation at the Annual Business Meeting.