

**IFTA, INC. BOARD OF TRUSTEES
ACTIONS VIA EMAIL
OCTOBER 1 THROUGH DECEMBER 31, 2015**

1) CLEARINGHOUSE ADVISORY COMMITTEE (CAC)

- a) On October 28, 2015, Garry Hinkley (ME) notified the Board of a recommendation from the CAC for committee membership.

Motion: On October 28, 2015 Mr. Hinkley made a Motion to accept the recommendation from the CAC to add Melvina Allen, Supervisor (NC) as a committee member. Cindy Arnold (NV) seconded the motion. Votes were submitted via the Board's secure page on IFTA, Inc.'s website October 28 through November 2, 2015. The Motion passed.

- b) On November 19, 2015, Mr. Hinkley presented to the Board a name for approval as the Chair of the CAC.

Motion: On November 19, 2015, Mr. Hinkley made a Motion to appoint Bethany Musselman (NV) as the Chair of the CAC. Mrs. Arnold seconded the Motion. Votes were submitted via the Board's secure page on IFTA, Inc.'s website November 19 through November 23, 2015. The Motion passed, with Hugh Hughson (BC) dissenting.

- c) On November 19, 2015, Mr. Hinkley presented to the Board a name for approval as the Vice Chair of the CAC.

Motion: On November 19, 2015, Mr. Hinkley made a Motion to appoint Marc Walker (NB) as the Vice Chair of the CAC. Mrs. Arnold seconded the Motion. Votes were submitted via the Board's secure page on IFTA, Inc.'s website November 19 through November 25, 2015. The Motion passed.

2) IFTA, INC. FINANCIAL POLICIES

Following the 4Q15 Board meeting, Amanda Koeller (IFTA, Inc.) drafted amendments to the IFTA, Inc. Financial Policies. Most of the amendments had been discussed at the Board meeting. Others were added while drafting. Mrs. Koeller sent the Financial Policies to the Board for review. After discussion and some revisions, the Board moved forward to approve the policies.

Motion: On November 18, 2015, Mr. Hughson made a Motion to accept the amendments to the IFTA, Inc. Financial Policies dated November 15, 2015. Mrs. Arnold seconded the Motion. Votes were submitted via the Board's secure page on IFTA, Inc.'s website November 18 through November 24. The Motion passed.

3) LETTER SOLICITING IDEAS FOR PROJECTS AND SUGGESTIONS FROM THE IFTA MEMBER JURISDICTIONS

As part of the IFTA, Inc. Strategic Plan discussions at the 4Q15 Board meeting, Mr. Hughson drafted a letter that would be sent to the member jurisdictions, soliciting suggestions and ideas for projects that might be funded by IFTA, Inc.

Motion: On December 7, 2015, Mr. Hughson made a Motion to send the letter to the jurisdictions with a deadline of January 25, 2016 to respond. Mrs. Arnold seconded the Motion. Votes were submitted via the Board's secure page on IFTA, Inc.'s website December 8, 2015 through January 14, 2016. The Motion passed.

4) PROGRAM COMPLIANCE REVIEW COMMITTEE MEETING

On December 9, 2015, Trent Knoles (IL) sent the following email to the Board.

At the 2Q2015 Board Meeting a discussion was held on the merits of allowing the Program Compliance Review Committee to schedule an annual face-to-face meeting. As you know, a few of the other standing committees have an annual face-to-face meeting which prove very beneficial in working towards completing Board assignments, projects, committee ballots, and other activities aimed at accomplishing the mission of the committee. At the Board Meeting, all seemed in agreement of granting the PCRC their meeting, but unfortunately, as the meeting record indicates, the request never carried over to a line item in the budget (apparently we never voted on accepting the PCRC's request for a face-to-face meeting during the closed budget meeting).

With that, and on behalf of the PCRC, I would like to (re)request the Board approve monies to fund an annual face-to-face meeting of the Program Compliance Review Committee. Following are Debbie's initial cost estimates for hosting the meeting in Chandler at the IFTA, Inc. office in early March, 2016:

PCRC Face to Face Estimate March 7 – March 10, 2016

Monday March 7, 2016 - Arrive

Meet at the IFTA, Inc. office on Tuesday, Wednesday and Thursday morning

Thursday March 10 - Depart

Travel Estimate: \$1319 x 12 \$15,828.00 Travel Budget Request: \$18,000.00

Breakdown:

Day 1 - Travel Day

Day 2, 3 Meeting

Day 4 1/2 day meeting; travel home

Per Diem \$59 4 x 12 \$2,832.00

Hotel \$161	3 x 12	\$5,796.00
Airfare Estimate	\$500 x 12	6,000.00
Transportation Costs	\$100 x 12	\$1200
\$15,828.00/12 = \$1,318		
Travelers:	12:	

Committee Members:

Rich Wagner	NV
Tim Ford	CA
Steve Adamek	MA
Lorne Bay	PE
Bruce Bierbaum	VT
Barbara Gluck	TX
Della Golden	OH
Clint Hester	NC
Surinder Mann	BC
Rodney Richard	AR

Board Liaisons:

Trent Knoles	IL
Joy Prenger	MO

The PCRC has offered-up a preliminary (draft) agenda for the March Face to Face Meeting to include:

- o Completion of the Board Charge: PCR Procedures – Review and Revision
- o Update the Review Guide (potentially 2 drafts)
- o E-reviews
- o Adjusting the size of reviews to the number of licensee of jurisdiction (stratification)
- o Worksheets Revisions (Ballot 3-2014)
- o Update the webinar for Ballot 3-2014 Changes
- o Potential ballot proposals for 2016
- o Discussion of the 2015 Reviews: move to sign-off or move into follow-up or re-assessment

Motion: On December 9, 2015, Mr. Knoles made a Motion to approve \$18,000 for a face-to-face meeting of the Program Compliance Review Committee to be held in March, 2016 in Chandler at the office of IFTA, Inc. Mrs. Arnold seconded the Motion. Votes were submitted via the Board’s secure page on IFTA, Inc.’s website December 14, 2015 through January 14, 2016. The Motion passed.