

Agreement Procedures Committee
Minutes—March 11, 2015

Present	Absent
Kasia Panczyszyn	Cindy Swanson
Tim Nehring	Marie Stark
Kate Kennedy	
Kim Knox Lawrence	
Glenn Boyette	
Karen Smith – note taker	
Kim Plante	
Cindy Arnold (Board liaison)	
Trent Knoles (Board Liaison)	
Debbie Meise (IFTA Inc)	

-The February minutes were discussed and a motion by Kate K. seconded by Kim P. to accept the minutes as presented was approved unanimously. Kim will forward the minutes to Tammy & Debbie at IFTA for posting to the website.

-Kim K. tabled discussion on the New Members Guide updates- Marie was unable to be on the call and Kim's just returning.

-Kate & Karen sent a draft update to the Committee Charter- no comments were received, however Karen will do clean up on font and page numbers, sending a marked-up copy to the committee and Debbie.

-Kim K. will draft an email to send to the membership to gather suggestions to include in the Best Practices Guide. No other comments received

-Glenn provided an update on meetings held with Kate & Karen on the IFTA Annual Report. Debbie M. was asked if she knew who used the information reported on accounts cancelled, suspended/revoked. Debbie wasn't sure anyone used it and suggested we wait until after the ballot discussion, as it may already be resolved. Suggest adding who has electronic filing, is it optional or mandatory. In Mississippi, if more than 10 trucks/jurisdictions, electronic filing is required. Received push back from carriers, so did Maine. Don't ask for product version and add payment forms to share what's out there and available. Adjustments may be needed to accommodate Canadian Provinces. Glen, Kate, and Karen meet tomorrow 8am to complete by the April 10 deadline.

-Ballot 1 - Kasia reported all ballots will be FTB. Removed last sentence and added "read-only". No further comments.

-Ballot 2 - Kim K. reported deleting current language in .010 "Number of accounts cancelled and suspended/revoked." and insert "IFTA System Provider". There was discussion on what a system provider is, recommend changing it to "IFTA software provider or system vendor". Kim will review and adjust.

Ballot 3 – Tim reported due to weather they lost a week of work and he will get it to Kim by Friday. There's a meeting with Debbie M. on the 18th, 2pm central and they will address the requirements of uploading demographics to IFTA, weekly, nightly, monthly, etc..

Ballot 4 – Kim K. reported “read-only” members would need to comply. Kashia suggested we clarify “read-only” suggest using “non-clearinghouse members (read-only)” Cindy A. change “rack” at top should read “Track”. Kim will correct.

Kim K. reported we're still seeking a Canadian rep for the committee. She will include this in the notice sent to solicit suggestions to add Best Practices to the Guide.

Trent will present his “Office enforcement opposed to MVE enforcement roadside” Presentation at the workshop

Cindy A. – Need co-presenters from committees identified for the workshop. Claudia sent list of ideas for the workshop from the meeting on 3/9, Kim will forward to committee. A meeting is scheduled for tomorrow to continue planning for the workshop

There were no other items to discuss

Next APC meeting is April 8, 2015 at 2pm Eastern