

Agreement Procedures Committee
Minutes—April 8, 2015

<u>Present</u>	<u>Absent</u>
Marie Stark (APC Vice Chair)	Kate Kennedy
Tim Nehring	Kim Knox Lawrence
Cindy Swanson (Minutes)	Kim Plante
Kasia Panczyszyn	
Glenn Boyette	
Karen Smith	
Cindy Arnold (Board liaison)	
Trent Knoles (Board Liaison)	
Debbie Meise (IFTA Inc)	

The March Minutes were discussed and a motion by Glenn Boyette was given with a second by Karen Smith to accept the minutes as presented. The minutes were approved unanimously. Karen Smith will forward the approved minutes to Debbie Meise at IFTA Inc. to post to the website.

Debbie informed the committee there are past meeting minutes that are not yet posted to the website. The process for posting the approved minutes to the website was discussed. The committee should review the meeting minutes, the note taker should incorporate suggested edits as needed and submit the minutes for approval at the following APC meeting. Once the committee approves the minutes the approved minutes need to be emailed through the IFTA Inc. Website using the email entire committee function. IFTA will then upload them to the website for all committees and members to view. Marie and Karen will oversee the uploading of the missing approved minutes. Karen will email all future approved minutes to the APC committee and IFTA Inc., and Tammy will post to the website for all committees to view.

Cindy Arnold informed the committee that Kim Knox Lawrence resigned as the APC Chair. Kim will continue as a member of the APC. Marie Stark, APC Vice Chair, has agreed to take over the APC Chair position effective immediately. Cindy Arnold asked if there were any volunteers to run for Vice Chair; Cindy Swanson stated she was interested in running. If there is any other interest, candidates should email their bio to Marie and a vote will take place on the APC Committee. Marie will recommend the successful candidate to the Board. The voting will take place on the website.

New Members Guide – Final edits were made to the document and the final draft was submitted for approval. Cindy Swanson moved to accept the document as written and Karen Smith second it. The committee unanimously approved the final draft. Marie will email the approved document to the Board to approve and post to the website.

Debbie noted the following Action Items:

- Interested candidates for Vice Chair need to email Marie

- The final version of the New Members Guide needs to be emailed to the Board for approval

Marie needs to send the quarterly update for the APC Committee to the Board. (Debbie will email Marie the format from the last update that can be used)

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APC Charter - Karen will email the APC Charter draft to the committee for review and the committee will vote on the final draft at next month's meeting. Once the committee approves the document it will need to be sent to the Board for approval and posted to the website.

Best Practices Guide – IFTA Inc. emailed the document and Karen and Kate reviewed it and didn't see the need for any additions to the document. Karen and Kate will create a document for all member jurisdictions asking them for suggested edits, comments and/or changes needed to the Best Practices Guide. The draft of the request will be sent to the committee for edits before sending it to all jurisdictions. Once the committee receives feedback from the jurisdictions all suggested edits/comments will be considered.

Ballot Discussion:

- Ballot 1
No additional suggested edits given. Committee agreed to move forward with the ballot as written.
- Ballot 2
Cindy Swanson suggested adding verbiage to the History portion outlining the current requirements and adding the removal of the jurisdictions requirement to notify jurisdictions since the information is uploaded electronically and available for all jurisdictions. Suggested edits will be sent to the committee and to Debbie for final submission by Friday, 4/10/15.
- Ballot 3
Cindy Swanson will submit suggested grammatical edits to the committee for review and then to Debbie to submit to the Board by Friday, 4/10/15.
- Ballot 4
Cindy Swanson suggested clarification to section P1100.300.005 under Requirement Information regarding the reporting requirement for suspended, revoked or cancelled licenses. The committee discussed and agreed to remove the verbiage "during this year". Edits were made and sent to Debbie to submit for approval.
- Ballot Process – Debbie will train Marie on the Ballot Approval Process as Chair. Debbie will receive the emails for final ballot edits and give final consent to forward Ballots for approval by the Board by Friday.

Annual Report - Karen, Kate and Glenn spoke on adding the request for each jurisdiction's software provider to the Annual Report. Glenn also suggested adding whether jurisdictions accept electronic filing from their carriers. Glenn will send the suggestions to Karen and Kate and will put this on the agenda for discussion at next month's APC meeting (this needs to be approved by the committee and submitted to the Board in June). Glenn tabled this item to work on it and the committee can discuss and review next month and approve by June 2015.

Debbie suggested looking at the Annual Report on the website under the General Report area; we may be able to add it to the report as a question, not a requirement and then it won't need to go through the ballot process. Question – Does your jurisdiction have an online filing system? If so, what is it mandated by?

Manager's Workshop – Marie stated there are multiple presentation topics from the APC, IRP and Law Enforcement committees. She will request IRP send out a list of all presentation topics and we will segregate topics with the coinciding committees and discuss.

Misc.

- Marie emphasized the committee's need to continuously stay on top of current processes and needed changes to the manuals, procedures, ballot suggestions, etc.
- Glenn may not be able to attend the manager's Meeting in Texas due to travel funding. It may depend on the amount of funding provided by IFTA Inc.

New Business - None

Next APC meeting is May 13, 2015 at 2pm Eastern

Meeting Adjourned 1150