

APC Meeting May 2015
Minutes

Present	Absent
Marie Stark	Kasia Panczyszyn
Cindy Swanson	Karen Smith
Kim Plante	Kate Kennedy
Tim Nehring	Kim Knox Lawrence
Glenn Boyette	
Cindy Arnold Board Liason	
Trent Knowles Board Liason	
Debbie Meise IFTA, Inc	

Marie announced that Cindy Swanson was approved by the Board as the new Vice Chair of the Agreement Procedures Committee. She also stated that Belinda Mackinnon from Manitoba had been approved by the members of the committee and by the board to be another APC member from Canada.

After roll call, there was not a quorum present of members so voting on the April minutes will wait until the next month when we have a quorum.

Trent Knowles gave the committee an update on the April 27th and 28th Board Meeting. Updates were given on the following:

- The budget for next year will be presented at the Annual Business Meeting (ABM).
- Clearinghouse Activity
- Funds Netting
- Website
- Program Compliance
- IFTA committee updates were given via teleconference
- Debbie attended the CVSA meeting and provided information to the Board.
- IFTA Contingency Plan—discussed about how IFTA Inc would operate in the event of a catastrophic event.
- ABM Agenda was mentioned and Marie should be prepared to give the APC update and attend the Board Luncheon.
- PCR was asked to work on a ballot to require electronic program reviews in the future. It is a huge cost savings to everyone if we're able to require this.

Cindy Arnold also updated that the Board was planning to budget the APC and LEC Committees travel for 3 hotel nights plus registration. The contingencies for funding are: that a meeting of the committee be held, and that members participate in the meetings and presentations.

Marie noted that the ABM is scheduled on the same date as the APC monthly meeting on August 12, 2015. After discussion, the APC meeting was moved to August 5, 2015 to best accommodate members of the committee.

Also Marie asked that Cindy Swanson lead the meeting on June 10, 2015 because she will be on vacation.

Marie updated us on the APC Committee Charter Revision that Kate and Karen were updating. She noted the process in the event of a vacancy. The committee will make a decision to approve and send the document on to the board.

Best Practices survey had been sent to members of the APC for review and approval. Some felt they had not received the document for review. Marie said to be sure to add any good ideas that we were using to streamline processes to make things better for the public. This will be discussed so it can be sent out to the IFTA community.

The agenda for 2015 Law Enforcement and Managers Meeting was discussed.

The DEF and Dual Fuel was an item that was assigned to the APC to solicit speakers. Glenn agreed to poll about DEF (diesel exhaust fluid) and to discuss the tax ramifications in each jurisdiction. Marie said he might need to be the lead to get other speakers to fill out this time slot.

The APC committee as a whole needs to look at the items assigned to the APC and be sure that we get leads to assist with the presentations and/or get speakers for particular topics.

The APC has to be able to provide some scribes and facilitators for some of the breakout sessions. We were not sure how the breakouts would be done this year. If we do become a facilitator it was asked that we keep the discussion on track and not allow it to be dominated by one person. Cindy Swanson volunteered to be a scribe.

We will also need a volunteer to take notes at our meeting at the Law Enforcement and Manager's Workshop in October. The committee needs to talk about an agenda for the October meeting as well.

Debbie noted that there are 7 ballots available for comment by June 8, 2015. There are 0 comments out there at this time. Nevada stated that their Management had reviewed, but said they were all cleanup ballots, and they felt no comment was necessary. Debbie said it would be good if we could comment and say if we supported or did not support ballot.

Full Track Ballot 3-2014 has been pulled back because 2 jurisdictions stated that they were requesting an extended comment period. There will be a 45 day review period after the extended comment period.

As Marie closed the meeting, she reminded everyone to review the worksheet for any of the meeting topics that we might be able to assist or look for a presenter.

Kim Plante volunteered to be the minute taker for the June Meeting.