

# Agenda for APC Meeting

Wednesday May 9, 2018

Hope you can all join us for the call. Our call will begin at 2:00 Eastern, 1:00 Central, 12:00 Mountain, and 11:00 Pacific. **The toll free number to call 1-866-906-7447 Participant Code: 9179391**

Minute Taker: Kasia Panczyszyn

Attended:	Absent:
Cindy Swanson	Dave Benson
Caleb Ross	
Peter Hansen	
Karen Smith	
Marie Stark	
Baron Brown	
Miranda Schober	
Kerryn de Verteuil	
Kathleen Blessing	
Kasia Panczyszyn	
Joni St. John	
Cindy Arnold	
Trent Knoles	
Tammy Trinker	

- **Approval of the minutes from April, 2018**
  - One change requested: move Trent Knoles to Attended column.
  - Kerryn motioned to approve the April minutes, Peter seconded. All were in favor of approving (with discussed changes).
  - Karen will submit the updated/approved minutes to Maria at IFTA Inc.
- **Southeast Vacancy**
  - Welcome Joni St. John from Nova Scotia. She will be representing the Southeast Region.
  - Karen Smith will be retiring June 29<sup>th</sup>, Cindy S. will request the IFTA Board post the Midwest vacancy.
- **2Q18 Board Meeting Update Provided by Cindy Arnold, Board Liaison**
  - All Bylaws were reviewed- The Board will be presenting changes and voting on them at the ABM.
  - Reminder/Notice- Tammy sent out an email confirming the IFTA Board is funding members of APC to go to the Managers' Workshop in WI in October 2018.
  - Discussed electronic credentials/licenses
  - Approved budget for upcoming year
  - PCRC updates- had a face to face meeting, they are compiling information on the success of the new PCRC process. CA was the first jurisdiction to be reviewed under the new process. AL is currently being reviewed.
  - IFTA Business Supervisor position is currently posted until May 16, 2018. Cindy S. emailed the posting information to the APC.

- **Ballots**
  - Commenting period for the short track ballot ended May 7<sup>th</sup>- The short and full track ballots sponsored and co-sponsored by the APC look good, all are in favor of the changes.
- **Sub-Committees Updates:**
  - **Best Practices** – updates made to include Kilometers and Liters. Thanks to Cindy and Peter.
  - Cindy S. to make last edits and send for review and approval by the Board.
  - **New Member Guide- The document was returned with suggested edits from the Board.** The changes were made and will be resubmitted to the Board for approval.
- **2018 Workshop Planning**
  - Travel/Approvals: Please work on approvals from your management so that you are able to book flights sooner rather than later to secure lower cost airfares.
  - Agenda
    - Presentations- Please email Cindy S the title of your assigned presentation along with a short description by 5/25. The Agenda's due date is May 31<sup>st</sup>.
    - Committee Member Roles- Everyone needs to participate and play a part in the planning and the workshop. Please pay attention to deadlines as we need to follow the timeline to ensure everything is handled during the planning stages.
    - **IMPORTANT DATES:**  
By **MAY 25<sup>TH</sup>**- send Cindy S. Title and short description of the topic you are presenting.  
By **JULY 31<sup>th</sup>**- Send Kasia draft/first review of presentation.  
By **AUGUST 31<sup>st</sup>**- Send Kasia final draft of presentation.
    - Bios- Miranda has volunteered to collect all the Bios for APC. Thanks!
    - Inspector from WI, Mike Klingenbueg, has volunteered to be the workshop's Activities Coordinator. He is currently working on ideas for evening activities/events.
    - Workshop Registration is scheduled to open on June 11<sup>th</sup>. IRP will send out an email once it's live.
- **Other Business**
  - June 13<sup>th</sup> meeting Miranda will cover for Cindy S while she is away
  - Caleb asked for any past presentations regarding Ballot Processes to be forwarded to him. Cindy A sent him a presentation to use as a sample.

**Next Meeting is June 13th, 2018**