

Agreement Procedures Committee
Minutes—June 10, 2015

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

Cindy Swanson is filling in for Marie hosting the APC monthly meeting.

The APC Committee welcomed Belinda MacKinnon from Manitoba as the newest committee member to join the APC.

During the April 2015 meeting we did not have a quorum to approve the meeting minutes for April. So today meeting minutes from April and May were approved. Kim Knox-Lawrence made a motion to pass the minutes for April and May 2015 and Karen Smith second the motion. All committee members voted to pass the minutes as written.

Committee Charter Revision: The final draft of the revised Charter document was agreed upon by the committee. Kate Kennedy will forward to the Board for approval.

Best Practices Guide: The final drafted email to be sent to all IFTA jurisdictions requesting feedback for Best Practice ideas was reviewed and approved by the committee. Kate Kennedy will forward the email to all jurisdictions asking for ideas and a response by June 26th. Kate will keep track of responses to discuss at next month's meeting.

New Member Guide Updates: Kim Plante will make the changes and send to Marie Stark and Cindy Swanson by June 19th. Marie or Cindy will send out to the committee for final review to vote on at our July meeting.

Workshop:

APC needs a couple volunteers to present the Dual Fuel, CNG-LNG Measurement topic. Glenn Boyette is presenting the dual fuel portion and Cindy Arnold said maybe Gary Bennion or Bob Pitcher can present from industry. Debbie said he may as long as we can set it up to fit in the schedule. Cindy is going to reach out to Gary or Bob about doing a presentation on CNG/LNG measurements and connect them with Glenn.

Glen received an email from Claudia from IRP about the presentation blurb for the CNG/LNG topic. Glenn will send it to Cindy Swanson to respond.

A Day in the Life of a Counter Person presentation: ~~Cindy Arnold~~, Marie Stark, ~~and~~ Belinda Macinnon ~~and~~ Aaron Emery (KS) are participating in this presentation.

Electronic Credentials presentation: Kate Kennedy is working on this presentation. Kate is waiting to hear from her counter participant from IRP. Cindy will reach out to IRP and let them know to contact Kate directly.

IFTA 101 presentation: Kasia Panczyszyn is going to present this. The presentation will be at 7:15am to 7:45am on Wednesday October 7th with a 15 minute post presentation break to get ready for the workshop.

APC Open Meeting: We are working on finalizing the agenda. Kim Plante will take the minutes, approval of the minutes will be Karen, and Tim and Glenn will handle the Best Practices Guide topic. Kate will go over the APC Charter revision and Kasia will address the New Members Guide. Kim Knox-Lawrence and Belinda will discuss the ballots and Marie will cover any New Business and the travel reimbursement process for the workshop. Board update will come from Ron Hester.

Mic Runners will be Kim P. and Kim K. on Wednesday, October 7th and Karen and Kasia on Thursday, October 8th.

Scribes will take notes during the breakout sessions and provide a summary of items discussed afterwards. Facilitators will assist with overseeing the topic of conversation. Glenn and Tim volunteered to be Scribes and Cindy and Kim K. volunteered as Facilitators. Cindy will let the committee know if more volunteers are needed.

We have only four more meetings before the workshop. We now need to start on the presentations as they will be due to the committee Chair in August. Cindy isn't sure of the date but will look into it.

Please make sure you attend the meetings and the workshop in its entirety as we are being paid to be there.

IFTA Inc. will cover the round trip air fare, 3 hotel nights, transportation to and from the hotel (Shuttle), luggage (1 bag each way) and the registration fee. Keep your receipts. If you have to stay 1 more night due to not being able to fly home, it will need to be preapproved by the Board if you are requesting for it to be covered. Debbie stated once IRP posts the registration information on their website IFTA Inc. will post the information as well. Information should hopefully be posted by the end of this week or next.

There are 7 ballots and the APC is sponsoring 4 of them. Ballot 3-2015 is requesting nightly uploads. Glenn suggested changing nightly to daily. Cindy and Marie will be going over this with Debbie and then will address the committee.

APC needs to update the report for what type of processing system each jurisdiction uses. —Each region should contact their neighboring jurisdictions and provinces to gather the information. Once the information is compiled it will be forwarded to the Board. Cindy Swanson will be sending out a spread sheet and it will be split up by region. Feedback should be emailed to Marie and Cindy.

The next meeting is July 8th.

Meeting adjourned at 3:00 Eastern Time.