

# Agenda for APC Meeting

Wednesday July 11, 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	Trent Knoles
Caleb Ross	Cindy Arnold
Peter Hansen	Kerryn de Verteuil
Marie Stark	Baron Brown
Miranda Schober	
Kathleen Blessing	
Kasia Panczyszyn	
Joni St. John	
Dave Benson	
Mel Horner	

- **Approval of the Meeting Minutes from June 13, 2018.**
  - Miranda motioned to approve the June minutes, Peter second. All were in favor of approving
  - New volunteer needed to send final draft to Maria Coronado. Joni St. John volunteered and will send the approved Minutes to IFTA Inc. for posting.
- **APC Midwest Vacancy**
  - The Midwest vacancy has now been filled. Welcome Mel Horner from North Dakota.
- **Ballots**
  - Nothing has changed with the current ballots, they are still moving forward. At the ABM Cindy S. will discuss ballots #1 co-sponsored with CAC & ballot #2.
  - Cindy S. wanted to clarify some confusion with the ballot process. Specifically the short track procedures: If the ballot starts as short track, it still needs to go to ABM for approval. At the ABM it needs to be approved to move forward as a short track ballot. If it is not supported at the ABM it will die there.
- **Sub-Committees Updates**
  - **Best Practices** -The document was approved and posted to the website. The edit to the page numbers was sent to IFTA Inc for correction and will be posted.
  - **New Member Guide**- Miranda believes the tracked edit version was sent to the Board for review/approval. Cindy Arnold will confirm with the Board.
- **2018 Workshop Planning**
  - Everyone that is assigned a presentation role should be familiar with what they are doing. Please ensure you have contacted the other individuals working on the presentations with you and are working together on the preparation of the presentation.
  - Peter requested that Kasia and Kathy review his suggestions to ensure he is on task.
  - Ballot Process presentation - Cindy A. will confirm its two separate presentations.
  - APC Materials Coordinator is Kasia P. / Workshop Materials Coordinator is Miranda S.
  - Bios are to be sent to Kasia if you are presenting at the workshop.

- Deadlines for presentation/bios are outlined in the email Kasia sent on June 22/18. Please email Kasia if you need her to resend you the email.

Agenda for the APC Open Meeting at the workshop:

- Marie will be note taker
- Mel will talk about the New Members Guide
- **Other Business**
  - How do we go about invite/advertise to other jurisdictions?
  - Can we advertise the one IFTA funded person/jurisdiction or is it too late for that? Cindy S. will look into the deadline for that submission.
  - Cindy S. sent an email requesting to review your contact info for APC contact list. Please send her any changes ASAP.
  - New Design of IFTA Inc. website (1 year later) how does everyone like it? Most members commented they liked the way the new website functions and it is more user friendly.
  - REMINDER: Please go to IFTA Inc. website and check that your jurisdiction contact information is correct. Please get it updated if it is not.
- **Next Meeting is August 8, 2018**