

**Agreement Procedures Committee**  
 Conference Call Minutes  
 August 10, 2011

Participants	Absent
Cindy Arnold (NV) Chair	Pamela Marshall (KY)
Carolyn Evanston (IN)	Trina Kluever Pauli (WI), Vice Chair
Ghyslaine Lepage (QC)	Manuel Lagunas (AZ)
Ricardo Listella (OR)	Donna Alderman (NC)
Krystal Miller(NH)	Sandi Ackerblade (ON)
	Joy Prenger (MO)
Ron Hester (ON), Board Liaison	Kim Knox-Lawrence (ME)
	Shelia Rowen (TN) Board Liaison
	Bill Kron (MS)-ex officio
Debbie Meise (IFTA, Inc.)	Lonette Turner (IFTA, Inc.)
	Tammy Trinker (IFTA, Inc.)

Cindy Arnold called the meeting to order.

The minutes of the July call could not be approved because there was no quorum.

Travel Information: Cindy asked us to send our travel information to Jessica as soon as possible if we are planning to attend the meeting. Krystal said she was not sure if she could come because of changes in her job. Ghyslaine and Ricardo can't attend.

Cindy received an email from Manual Lagunas, he got a promotion and will not come to the meeting and he will also resign from the Committee. So there is an opening for the Western Region. Debbie answered that she has already names: Marie Stark of the Montana Dept. of Transportation and Judy Ann Vigil of the New Mexico Taxation and Revenue Department. Cindy asked if we know them.

Next topic was: Did we call the jurisdictions in our region to invite them to our meeting? Nobody did but we should.

Review of Agenda for 2011 Meeting: There are still two spots with no presenter; they are related to IRP topics. According to last call, Trina was supposed to look at that, an email will be sent. Presentations have to be received by September 26<sup>th</sup> at IFTA Inc but Cindy would like to see them before. Same thing for paper copies to distribute, the limit is September 6<sup>th</sup> at IFTA Inc.

Ghyslaine thanked Cindy for the returns received; now, there are some in miles and gallons and km and liters. They are working on the presentation.

Agenda for APC Breakout Session: Cindy wants new topics, ideas so that the meeting is exciting, there are three hours to fill...

Here are some of the topics:

Who are we?

What is APC (Committee Member Terms, Committee Charter)

## Best Practice Guide and New Member Guide

General Discussion on: Changes to the general report, non compliances issues, ballot development, electronic tax returns, ...

Ricardo suggested ways to do the session (ex. Members of the committee should face the group; discuss between us and then open it to people; create an agenda and go through point by point; have visual aids). Cindy asked him to send her an email.

Ron said he likes the formal agenda; it could be published on the website.

Debbie suggested sending an email to the attendees with the agenda and inviting them to our open meeting. All the topics will be on the lap top so they could be seen by attendees while we are discussing.

**To do before the September Call:** Cindy asked every one to read the Best Practice Guide, the Chapter, the Terms and the New Member Guide because we will talk about these at our next call.

### Adjournment

The next APC conference call will be **September 14, 2011**.

Call ended after 45 minutes.

Minutes submitted by: Ghyslaine Lepage