

# Agenda for APC Meeting

Wednesday, August 5, 2015

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.

Minute taker: Kim Plante

Attended:	Absent:
Marie Stark (Chair)	Cindy Arnold (Board Liaison)
Belinda MacKinnon	Cindy Swanson (Vice Chair)
Kim Plante	Kim Knox Lawrence
Kasia Panczyszyn	
Glenn Boyette	
Karen Smith	
Kate Kennedy	
Miranda Schober	
Tim Nehring	
Trent Knoles (Board Liaison)	
Debbie Meise (IFTA)	

- Welcome new member Miranda Schober from Nevada! APC is now full.
- Approval of the minutes for July. Once approved, Karen will send to IFTA Inc. for posting.  
Kate moved to approve, Karen seconded. Minutes were approved by all.
- Scavenger Hunt ideas for workshop:  
Cindy Swanson sent out an email about the scavenger hunt requesting ideas for the event. Has anyone sent any in? Please email her any ideas on different things we can do.
- The spreadsheet information on what return processing systems are being used by each jurisdiction needs to be sent back to Cindy S. with the information per region/jurisdiction.

Looks like we had 3 jurisdictions we never received a response from. Karen will try to contact them up at the ABM.

- Best Practices Survey – update Karen/Kate:  
Karen sent everything to the APC committee in a spreadsheet to see what we all think. She has not received anything back yet and is hoping to have something back for next meeting.  
Please review the edits and respond before the next meeting.

- Debbie asked that when we are emailing the committee to use the IFTA Inc. web site and click on the “to email the entire committee click here”. The most up to date emails and committee members are on the website and this will ensure that everyone receives the email.
- New Member’s Guide – has been resent to Board. The APC made a few more edits and now are just waiting for the Board’s approval.
- Registration and travel arrangements for October:  
Kim, Belinda, Tim and Kasia are waiting for approval. We should register and we can cancel if we have to. Kasia asked about insurance coverage for trip. IFTA covers for Canadian travelers only.
- Discuss Workshop Presentations and how they are coming and the deadline for reviews:  
Everyone is working on their presentations. Glenn and Kasia are done  
Waiting for Cindy S and her group, Marie and Belinda, and Kate  
Dead line is in September and send them to Cindy S and Marie first.  
Review APC open meeting agenda for the workshop.  
  
Kim KnoxLawrence was going to be a facilitator and she isn’t going to be able to go to the workshop. Kate said she will fill in for her. She was also going to talk about ballots and run the mic. Kasia and Miranda will be covering these duties.
- 2015 Ballots and moving to Short Track:  
Our ballots had a pretty good response. As the sponsor of the ballots, we can ask them to go from full track to short track.  
Debbie said that if the request is made to move that the vote has to be done with a roll call vote. If there is not a pressing reason to move then don’t.
- Other Business.

Marie asked if there are any other questions or business.

Kasia is presenting the new member guide in our open APC meeting and wanted to know how much she should share. Marie advised to tell what information is available in the guide for new members. Debbie suggested showing the link on the website to locate it. Marie will verify what the projector capabilities are for the meeting at the next planning meeting.

Glenn talked about the functional breakouts and the discussion to separate the administrative people into 3 groups, IFTA, IRP and a combination. Debbie thought that we were trying to stay away from that. Marie has a call tomorrow and she will ask the question.

Karen volunteered to help out wherever needed.

Next meeting is September 9<sup>th</sup>. Last call before San Antonio!