

Agenda for APC Meeting

Wednesday August 8, 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	Miranda Schober
Caleb Ross	Kathleen Blessing
Peter Hansen	Baron Brown
Marie Stark	Joni St. John
Kasia Panczyszyn	Trent Knoles
Dave Benson	Cindy Arnold
Mel Horner	
Kerryn de Verteuil	

- **Approval of the Minutes from July 11, 2018**
 - Kerryn motioned to approve the July Minutes, Mel second. All were in favor of approving. Minutes will be sent to Marie, IFTA Inc for posting.

- **Sub-Committees Updates**
 - New Member Guide: approved by Board, should be on website shortly. New members please review the updated guide.

- **2018 Workshop Planning**
 - **Contacting/Inviting Other Jurisdictions** if you haven't already, please contact the jurisdictions assigned to you in the email Cindy S. sent July 24, 2018. Be sure to not only talk to Commissioners but also IFTA Managers for the jurisdictions. Currently registration is fairly low (approx. 70 registrants), we want to get those numbers higher.
 - **Presentation Status:** Everyone should be working on their presentations.
 - Peter and Caleb have sent Kasia their presentation drafts to review.
 - Kerryn is meeting with his group at the end of August, will need some APC volunteers for predetermined questions to get the conversation flowing (if necessary).
 - Cindy will confirm if Peter has and IRP presenter for his Quality Control presentation.
 - Dave and Kasia are working together on the Day in a Life expo. Kasia mentioned if anyone has an example of a challenge they would like to share please send to Kasia and Dave. Cindy wondered if they needed an audit perspective, she will follow up with Chuck and confirm.
 - Joni is working on getting confirmation of names of presenters for committee updates.
 - **Facilitator/Scribe-** will need some scribes for various sessions, those not presenting should volunteer to take notes. If no volunteers come forward, Cindy S. will assign via email.
 - Reminder to send Kasia your bios; they are due by September 15th.
 - Need volunteers to host afterhours activities. Cindy will provide a list of events once they are compiled by the Planning Team Activity Coordinator.
 - **Open APC Meeting Agenda / Roles:** Cindy went over the assigned roles as per draft agenda she emailed to everyone August 8, 2018. No one had any issues with the assignments.

