

## Agreement Procedures Committee

Conference Call Minutes

September 14, 2011

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

Cindy Arnold called the meeting to order.

Cindy welcomed Judy Vigil of New Mexico to take the place of Manuel Lagunas who was promoted. Judy has spent 13 years in the Revenue and Taxation Department. Judy started in IRP and moved all the way up to IFTA office supervisor. She will make a great asset to our team.

The minutes of the July and August were approved.

Travel Information: Cindy asked us to verify our travel information was confirmed.

We have sent an e-mail to all the IFTA Commissioners, Assistant Commissioners, Industry, Law Enforcement, and Office Supervisors inviting them to our workshop. We now have 46 attendees registered.

Review of Agenda for 2011 Meeting:

The agenda was reviewed and we still have a couple of presentations that need to be finalized. 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 deadline was for September 6<sup>th</sup> at IFTA Inc.

Agenda for APC Breakout Session: Cindy assigned an agenda topic to each committee member attending the workshop.

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.

Cindy thanked Ricardo for the suggestions on 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). We will be using all of his suggestions.

Ron said he likes the formal agenda; and we should hand out the agenda for our meeting. Debbie said they would have it ready.

Debbie said all the topics will be on the lap top so they could be seen by attendees while we are discussing. Cindy asked every one who is attending the workshop to read the Best Practice Guide, the Chapter, the Terms and the New Member Guide because we will talk about these at our workshop.

Cindy thanked everyone for all their hard work for the workshop.

### Adjournment

The next APC conference call will be **November 9, 2011**.

Call ended after 45 minutes.

Minutes submitted by: Cindy Arnold