

Agenda for APC Meeting

Wednesday, September 9, 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: Miranda Schober

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

- Approval of the minutes for August. Once approved, Karen will send to IFTA Inc. for posting.

Kate moved to approve the August 2015 meeting minutes, Glenn seconded. Minutes were approved by all.

- Scavenger Hunt ideas for workshop. Cindy update.

So far to date Cindy S. has received about 20-25 suggestions, she will be presenting the ideas to the planning committee and they will narrow the ideas down from there.

- Registration for the Workshop. Has everyone registered? Travel arrangements made?

Everyone has registered for the workshop as of today, almost all travel arrangements have been made to date. Glenn still needs to work out the details on his travel; Kim Knox Lawrence will not be attending the meeting.

- Best Practices Survey – update Karen/Kate

Kate stated that there have not been many changes since the last call; so far neither Karen nor Kate has received many ideas from the committee. We will continue to discuss this topic again next month if possible if not we will discuss during the November meeting.

- Discuss Workshop Presentations and are we ready? Any questions?

Most of the presentations have been put together and are ready for review; you can send a copy of your presentation to Renee Kyser for final review, also make sure to run a copy by Cindy S. and Marie prior to sending to Renee.

- Review APC agenda for the workshop.

At this current time there is no PowerPoint available for use as the room is not very conducive for use, as we will be sitting at round tables throughout the room. Also the sitting on the stage area only holds six people at most, there will be mics for our open meeting.

- 2015 Ballots presented at the ABM.

The presentation to the ABM went well; some of the suggestions were that we have "Daily update" on the Demographics upload removed and just say each business day for clarification. The rest of the ballots moved forward as is.

- Other Business.

- Kasia wanted to know how detailed do they need to go into the Ballot presentation, it was suggested that it should be kept to the basic facts keeping it simple as possible.
- Reminder that the committee has a Speaker meeting on October 5, 2015 at 5pm. During this meeting we will be going through the agenda and making sure that everything is in order and ready to go for the workshop.
- An email on August 10th gave the breakout for the facilitator, moderator, scribes, assignments, and topics which were broken out.
- It was asked which format we should use next year for the workshop as there are multiple out there, it was suggested that we use the same format we used in the past and have all of the information on one page.

See you in San Antonio!!