

Agenda for APC Meeting

Wednesday October 11, 2017

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: Kasia

Attended:	Absent:
Marie Stark	
Cindy Swanson	
Miranda Schober	
Tim Nehring	
Kasia Panczyszyn	
Kathleen Blessing	
Baron Brown	
Peter Hansen	
Kerryn de Verteuil	
Karen Smith	
Dave Benson	
Cindy Arnold	
Trent Knoles	

- Approval of the minutes from September 2017. Once approved, Karen will send to IFTA Inc. for posting.
 - Miranda motioned to approve minutes, Karen seconded the motion. All voted to pass the September 2017 minutes.
- Official congratulations to Cindy Swanson as the new Chair and Kerryn de Verteuil as the Vice-Chair.
- Discuss the opening for 2nd Vice-Chair.
 - Miranda said she was interested.
 - Anyone else that is interested please send Marie and Cindy S. an email. An official vote will take place afterwards.
- Discussed the vacancy for the Western Region. An email needs to be sent to the Board to advertise the opening in the Western Region.
 - Marie will draft an email and send to Debbie Meise for posting.
- Discussed representation on the Workshop Planning Committee
 - In past years the APC representatives for this committee have been the Chair, Vice-Chair and one other person from APC.
 - Kasia was the “3rd” person for the remainder of last year (Kate Kennedy was originally that person but left APC this year), Kasia would like to continue this role.
 - Marie asked if anyone else would be interested, no one else was. Kasia will be the 3rd representative for the 2018 Workshop Planning Committee.

- Short Track Ballots will be out for vote soon. The joint ballot with the LEC is still in the second comment period that ends October 30, 2017.
- Other Business:
 - Cindy S asked: How did everyone feel the workshop went? Responses:
 - Liked how it was interactive and we weren't always sitting watching a presentation.
 - Liked the breakout sessions and topics.
 - If you have any new topics or suggestions on improving or expanding on previous topics please us know.
 - Please complete the survey sent out by Claudia Trapp. Kasia & Kerryyn did not get the survey. Marie will follow up with Claudia.
 - How will the breakout session discussions be summarized? Kasia & Baron will work together to compile there notes, Marie & Karen will do the same. Marie will check with Gale on the other topics and ask her what was decided on how the notes were being collected from the breakout sessions. If anyone from the committee has any notes please share them as well.

Best Practices Guide: never made it through the full process of reviewing and posting on the IFTA Inc website:

- Cindy S. would like a small sub-committee of new APC committee members to review it.
- Peter & Kathy will review and track edits for the rest of the committee to review.
- Kasia has a revised WORD version from 2015, she will email to everyone for a starting point.

New Members Guide: also need to be reviewed and updated:

- Miranda & Dave will review, edit with tracked changes and submit to committee for final review/edits.
- Cindy A. will send Marie WORD version of New Members Guide to review and send out to everyone.

APC Charter has been updated: Cindy A sent to Board and it will be voted on at the next Board meeting:

- The update was to allow the APC to have a 2nd Vice-Chair.

- Next meeting: November 8, 2017.