

# Agenda for APC Meeting

Wednesday November 14, 2018

Minute Taker: Miranda

Attended:	Absent:
Kerryn de Verteuil	Kasia Panczyszyn
Peter Hansen	Cindy Swanson
Caleb Ross	Mel Horner
Joni St. John	Marie Stark
Trent Knoles	
Kathy Blessing	
Barron Brown	
Miranda Schober	
Cindy Arnold	
Dave Benson	

- **Approval of October 17<sup>th</sup> Meeting Minutes:**

Kathy made a motion to approve the October 2018 minutes without edits, Peter second the motion for approval. All voted in favor of the motion to pass the October meeting minutes. Joni will send to Maria at IFTA Inc. for posting on the website.

- **New VC and 2<sup>nd</sup> VC:**

It was voted upon and approved by all members of the APC committee that Miranda Schober would take the seat of Vice Chair and Joni St. John would fill the 2<sup>nd</sup> Vice Chair position, congratulations to you both.

- **Post Workshop:**

Great job everyone! And Thank You! Everyone did a fabulous job with their presentations and assigned duties throughout the workshop.

Feedback:

- Time line – It was mentioned that the timeline appeared to flow seamlessly throughout the meeting, although some agreed that they would have liked to have more time during the breakout with the Industry committee, allowing more time for questions and discussions.
  - Presentations – A suggestion was made in regards to a presentation from Industry on how the IFTA/IRP & LEC operations affect them on a daily basis.
- What worked / what could be better?
    - Format – There was a lot of the same people giving presentations would like to see new people from each committee present topics.

- Breakouts – It was agreed upon that during the breakout discussions it was easier to have the facilitators move room to room rather than the groups.
  - 2019 Planning Team APC Representatives – It was agreed that the Chair, Vice Chair, & 2<sup>nd</sup> Vice Chair be a part of the planning committee, Kathy also volunteered her services to assist with the committee also.
- **Ballots:** APC ballots – comment period has passed. Ballots 1 & 2 are moved to vote without edits. Comments: 30/35 are in favor / no opposed or undecided votes.
- **Travel Reimbursement Process:** Debbie Meise sent the reimbursement form to committee members prior to the meeting. It is based on federal per diem rates. Receipts are not needed for food purchases, only transportation and baggage. Make sure that you submit your request reimbursement as soon as possible for processing. If any assistance is needed please call Debbie directly. Participants should email the form to [travel@iftach.org](mailto:travel@iftach.org).
- **Board Update:**
    - The Board met the week of October 22<sup>nd</sup>, there was a turnover of multiple members between retirement and roll offs:
      - Virginia Barnet was replaced by Craig Lyon from SK
      - Rick Taylor was replaced by Rodney Richardson from AR
      - Joy Prenger was replaced by Mark Burn from NE
      - Cindy Arnold was replaced by Helen Varcoe from MT
    - Plus One Person (POP) – Please remind your IFTA Commissioner to attend or select an additional attendee for any 2019 IFTA meeting of their choice paid for by IFTA Inc. Please have them notify IFTA ASAP which employee will be using the POP and what meeting the POP would be attending this upcoming year.
    - Contact Information – It was suggested that each jurisdiction go out to the IFTA Inc. website and verify all their contact information is correct and up to date. This includes but not limited to the jurisdiction's Commissioner, Assistant Commissioner, Transmittal contact, etc.
    - The IFTA Board is working on the following;
      - Governance Training
      - Bylaws Updates
      - Policy Updates
    - Each committee needs to take a look at their Charter and make sure that it has the most up to date information as the Board will be reviewing the Charters at their next meeting in January 2019.
    - Industry is asking for representation on all committees; they most likely would not have voting authority. What are your pro/cons and ideas in regards to having them sit in? Send your suggestions/ideas to Cindy S. and Miranda who will then forward to the Board members.
    - Debbie Meise is working with Jason on the transmittal reports for the clearinghouse and ensuring we receive correct information and not bad. This task is a follow up from the 2018 Workshop breakout facilitated by Trent & Kathy from IL.
- **Other Business:**
    - Dave Benson is retiring at the end of the year, a request has been sent to the Board for approval to solicit the Northeast vacancy in hopes of finding a replacement after Dave's retirement.

- Did you know you do not need to send a sample decal to each IFTA jurisdiction? This is no longer a requirement of IFTA. Instead send a sample decal to the IFTA office and they will place it on the IFTA website.
  - Trent commented that this has been one of the best workshops/meetings that he has attended in over 20 years. It was informative, the planning committee did a great job putting everything together, he enjoyed meeting all the new members on both the APC & LEC committee, and getting to spend time together as a group.
  - Kathy asked when we would know the results of the workshop survey, Cindy will look into this and let her know by the next meeting.
  - Miranda adjourned the meeting and reminded everyone that the next meeting is December 12, 2018.
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- **Next Meeting is December 12, 2018**