

**Agreement Procedures Committee
Conference Call Minutes
April 2, 2008**

Participants	Absent
Bill Kron	Sonia, Sanders
Ron Hester	Debbie Meise
Deborah Brown	
Meg Cronk	
Pamela Marshall	
Joy Prenger	
Earleen Weaver	
Scott Greenawalt, Board Liaison	
Rena Hussey, Board Liaison	
Tammy Trinker (IFTA, Inc.)	

The minutes of the March 5th conference call were approved.

Discussion Items

1. 2008 IFTA Managers and Law Enforcement Seminar

- Ron provided an overview of the draft agenda (version #6) followed by general discussion which resulted in the following points being highlighted:
 - **Day 1**
 - Need to confirm presenter for IFTA Committee Reports
 - Jennifer & George (LEC) looking at arranging optional dinner – details to be provided at a later date
 - **Day 2**
 - Full day of breakouts – all sessions now confirmed
 - For the ‘Agreement Overview’ – Joy confirmed that she is ok to do this session with input from all of APC
 - For the ‘Best Practices’ – Bill will present from APC – need presenter from LEC (Ron to follow up with George/LC)
 - For the ‘Highway Watch Program’ – Meg confirmed that the presenter will be John Backowski from the AZ Trucking Association
 - Jennifer & George (LEC) looking at arranging optional dinner – details to be provided at a later date
 - **Day 3**
 - ‘IFTA Ballot Proposals’ – may require more time for this topic. Need to confirm presenter from LEC (Ron to follow up)
 - ‘IRP Update’ – Debora Brown volunteered to present the update from IRP (with info prepared by IRP) if no rep is available from IRP
 - ‘Unprocessable Returns’ – time slot to be approx 45 mins to 1hr. Deborah & Pam volunteered to present this topic.

- **Other Seminar Prep Info**
 - Advertising:
 - Deborah volunteered to prepare some info for this
 - Ron to write article for IFTA NEWS – June/08 issue
 - Critiques:
 - It was agreed to have attendees complete a critique at the end of each day to enable better comments from attendees
 - Badge Identification:
 - Question was posed to Tammy – if the APC & LEC members & “new” attendees could be identified.
 - Tammy mentioned that colours had been used in the past to identify “new” attendees – is a possibility to identify APC/LEC members
 - Travel Fees:
 - IFTA Board to confirm after next Board meeting if travel fees will be covered as was done last year. (Follow up after next Board meeting)
 - APC/LEC Meeting:
 - A joint APC/LEC meeting to be held after the seminar to discuss seminar critiques & begin planning for the 2009 seminar

2. APC Member Information

- Bill mentioned that Laura Haney & Brian Lehane have resigned from the APC
- There are now 4 vacancies on the APC
- Meg will check to see if there anyone in NY that might be interested

3. Update on Annual Report - Survey

- Survey has been sent to IFTA Inc for posting on the IFTA website

4. Exemption Database

- Deborah walked through the excel spreadsheets to demonstrated the exemption database
- Everyone was asked to review the spreadsheets & have comments ready for the APC call on May 7th
- Once APC has commented – it will go to the IFTA board

5. New Member Guide

- Bill has sent to Scott & Rena

6. Best Practices Guide

- Currently being reviewed by the Board – Scott & Rena are ok with the guide
- Guide to be sent to the IFTA standing committees for comments

Next conference call: May 7, 2008