

# AGREEMENT PROCEDURE COMMITTEE

## Conference call Meeting Minutes

11/5/2008

**Bill Kron** called to order the regular meeting of the **APC** on **11/5/2008**

The following persons were present:

Participants	Absent
Bill Kron (MS) Chair	Joy Prenger (MO)
Ron Hester (ON) Vice Chair	Trina Kluver-Pauli (WI)
Deborah Brown (VA)	Rena Hussey (VA), Board Liaison
Ghyslaine Lepage (QC)	Lonette Turner (IFTA, Inc.)
Cindy Arnold (NV)	
Earleen Weaver (WY)	
Hugh Hughson (BC)	
Deborah Pollizi (OK)	
Pamela Marshall (KY)	
Andrew Foster (NB), Board Liaison	
Scott Greenawalt (OK), Board Liaison	
Tammy Trinker (IFTA, Inc.)	
Debbie Meise (IFTA, Inc.)	

### Approval of minutes from last meeting

The minutes were set aside until the next meeting on 12/3/2008 to allow time for everyone on the committee to read and make comments.

### Open issues

- a) 2009 Managers Workshop and LEC Seminar  
Ron Hester asked for ideas for topics for the 2009 workshop and suggested we look at the Regional Breakout issues.

Ron will be meeting with George of the LEC and will have more information to report at our next meeting on 12/3/2008.

Ron suggested that we place an article in the IFTA news on a monthly basis to generate interest in the workshop.

- b) IFTA board meeting  
Scott Greenawalt presented the following items from the October IFTA Board meeting.
  1. The Agreement Procedures Best Practices Guide was approved by the Board and will be posted to the IFTA inc. website.

2. The IFTA board discussed the Annual Report Database. Data will be sent to Tom King and a mockup will be built and given to the IFTA Board meeting in January.
3. Jennifer Brown of the Law Enforcement Committee asked the Board for ideas for the APC to assist the LEC at roadside.
4. NAFTA update was given to the Board.
5. The Board reviewed the Annual meeting
6. The Board discussed a Joint meeting with IRP like the IFTA/IRP Audit Workshop.
7. Ballots
8. Service measures.
9. Travel procedures and arrangements were discussed with the issues of cost of flights due to last minute bookings of flights. The other issue was of committee members not attending the face to face meeting with their committees after the Board had paid for the trip for that purpose.

### New business

- a Welcome to our newest members Trina Kluever-Pauli (WI) and Deborah Pollizi (OK)
- c) Bill Kron discussed the Agreement and Procedures manuals and the yearly review that has to be done. Bill assigned everyone chapters of manuals and partner to work with. Bill requested that as you come up on issues to please e-mail the members of the committee so we can discuss them right way. We will be going over the Agreement manual in December and the Procedures manual in January. The members were assigned the following chapters and partners.

Ron & Deborah P.	Agreement Articles 1 to 4 - Procedures Chapter 1-3
Pamela & Trina	Agreement Articles 5 to 8 - Procedures Chapters 3-6
Joy & Earleen	Agreement Articles 9 to 12 - Procedures Chapters 7-8
Deborah B. & Cindy	Agreement Articles 13 to 16 - Procedures Chapters 9-10
Gayslaine & Bill	Agreement Articles 17 to 21 - Procedures Chapter 11-13

Deborah Brown asked whether it was possible to combine the Agreement and Procedure manual together. This idea was discussed by the committee.

- d) Ballots need to be started for any issues by January.
- e) Debbie Meise will have the Non-compliance sittings ready by mid November.
- f) The committee discussed Joy's question on whether sending out all for quarters of the tax returns at the beginning of the year violated the Agreement manual R940.100 which states:

*Tax return forms shall be furnished at no charge to each licensee at least 30 days prior to the due date of the tax return. All tax rates shown on the tax return will be the current jurisdiction tax rate provided notification of a change tax rates is disseminated by a jurisdiction within the time limits prescribed by.*

There was a discussion on this issue and it was decided to survey the other jurisdictions to see how they are furnishing tax returns to their licensees.

- g) Bill was told by Debbie that the short track ballot was being pushed forward for voting. Hopefully by early next week.

### **Adjournment**

The next APC conference call will be **December 3, 2008**. Happy Thanksgiving everyone in the states.

Bill Kron adjourned the meeting at 11:48 PST.

Minutes submitted by: Cindy Arnold

Minutes approved by: Bill Kron