

## Agreement Procedures Committee

Conference Call Minutes

February 4<sup>th</sup>, 2009

Bill Kron called to order the regular meeting of the APC on 2/4/09

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

### Discussion Items

Bill mentioned that Earleen has resigned from APC. Earleen has agreed to continue to assist with the Annual report until completed. Bill thanked Earleen for her work on APC

### Approved Minutes

The minutes for October 1<sup>st</sup>, 2008 conference call were approved

Bill will send the conference call minutes for September 3<sup>rd</sup>, 2008 and January 7<sup>th</sup>, 2009 for approval, by email.

### 2009 IFTA Managers and Law Enforcement Seminar

Ron Hester went over all the items on the proposed agenda, listed below are the points of discussion.

- Tuesday, September 8
  - Planning/Preparation was set for 2:00 PM, it was asked to put it at 4:00 PM in order to allow time to get there. Tammy Trinker will confirm with the hotel to secure a room from 4:00 to 6:00. This period is used to make sure everything will be all right for the meeting, so it's important for the committees' members (APC and LEC) to be present.
- Wednesday, September 9 - General Session
  - There will be a presentation by Georges Sansfaçon from the LEC of the activity: Fuel Checking and Tracking/IFTA Inspections – time needed to be confirmed by Georges.
  - Bill has contacted someone from the Dispute Resolution Committee in order to have a presenter of their activities; he is waiting for their answer.
  - IFTA Inc Report: Scott Greenawalt will contact Doug Shepherd for a presenter.
  - IFTA Committee Reports: we will need presenters, one person of each committee or one person to represent and report on all of them?
  - Town Hall Meeting: Even if we didn't need any back-pocket topics last year, it's always good to have some to facilitate discussion.
  - Optional Dinner: Georges would like to organize something, anybody for help?

- Thursday, September 10 – Break-Outs
  - Break-out #1 – Inspection Station Visit: it might take half a day, around 30 persons at the time. This could be done twice (AM & PM). Ron asked if they need any kind of insurance, Debbie answered it should be OK, they have done it before. LEC will advertise this activity in a next IFTA News.
  - Break-out #2 (IFTA 101 & 201) has presenters: Ron and Joy
  - Break-out # 3 on IFTA E-File needs a presenter.
  - Break-out # 4 – it was suggested by Bill that we could do something on the Clearinghouse and the fund netting – The accepted ballot will be effective January 2010 so it's the best time to present something. It was suggested that a training session could take place, maybe in a separate room, so participants can use it and see how it will work. Bill will present the proposition to the next conference call of the Clearinghouse Committee. Later on, if accepted, it will be advertised in the IFTA News.
  
- Friday, September 11 – General Session
  - 9/11 Tributes: details to be confirmed, but it's important to remember that day, we all agree. It was suggested that we have 'patriotic day' where we wear country colours. Other suggestions welcomed to celebrate our two countries. The Charles Mills award will be presented at this time..
  - Ballot session: to present the 2009 ballots
  - Update on the Clearinghouse is moved to the break-out session and might be replaced by the Annual Data Base Report if the changes are big enough to present them.
  - Industry Topic: Ron received confirmation from Malhon Gragen, chair of the Industry Advisory Committee that the industry will come and participate.
  - The morning will end with a terminology discussion on: Cancellation/Suspension/Revocations and then the Seminar Closing and Critique Form.
  
  - The afternoon will be used by the members of both committees (APC & LEC) to review the seminar and critiques; together and separately. Bill and Ron would like all members to be present. If IFTA, Inc. is paying for us to have a face to face meeting we must stay over on Friday for the meeting.

Ron said that we will need presenters for some topics; Bill said that he might propose names. Because of the economic crisis, some jurisdictions have restricted their travel expenses. Some members said that they will only be able to participate according to the amount paid by IFTA Inc. so, probably not for the entire seminar.

The Board will be reviewing covering some committee expenses, as was done in previous years, at the April Board meeting. A preliminary poll was taken to confirm how many APC members would be in attendance at the seminar. So far, not too many persons confirmed that they will be there for sure.

IFTA News: Ron mentioned that LEC will submit the next article to showcase the LEC Inspection station visit. Ron asked for ideas for future issues. We want to continue to advertise the seminar & maintain interest etc. Andrew mentioned that the Board is happy with APC/LEC regular submissions to the IFTA News.

## **Ballot Proposal**

The ballot presented was approved by the majority of the members, so the APC will propose a modification to R345.100 - Licensee Renewal in order to add the word "suspended" to the other reasons for not issuing the renewal.

Debbie Meise will send to Ron the form to complete: History, Intent, Proposed Effective Date, etc... All ballot proposals have to be received by March 30<sup>th</sup>.

## **Annual Report Database**

Bill will contact Ghyslaine, Earleen and Ron to finalize the subject for next conference call. Earleen has accepted to complete this task even if she has resigned from the committee.

## **Exemption Database – on APC site**

Bill explains that we have to fill the information on the APC site, see how it works and comment. Corrections have already been made. Bill thanked Debora Brown for her very good job.

When all the corrections will be done, the project will be presented to the Board for approval.

## **Other Topics:**

Dave sent information regarding P220 and the utilization of the Social Security Number and its protection. He said that it's easy to get an EIN so why using the SSN. Debbie said that ballots were proposed before on this topic but they didn't pass. She suggested to look at ballot 9/2007 and 5/2008 available on the website.

It was suggested that Dave presents this topic at any session of the seminar (General, Town Hall or Back pocket).

Cindy said that there was also the problem with the tax returns; they want to send blank form once a year and a reminder every quarter saying that the tax rates are available on the website, this is against article R940.100

Ghyslaine asked if the revision of the Agreement and Procedure manuals is completed. Bill will call her regarding one article of the Procedure manual.

## **Adjournment**

Length of Conference call: 1hr

The next APC conference call will be on **March 4<sup>th</sup>, 2009**

Minutes submitted by: Ghyslaine Lepage