

**Agreement Procedures Committee
Conference Call Minutes
May 6, 2009**

Ron Hester called to order the regular meeting of the APC on May 6, 2009.

Members :

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

Approval of Minutes of the April 1, 2009 – Minutes approved as written.

Board update by Scott Greenawalt

- IFTA Inc, Clearinghouse - Funds Netting is on schedule and the test with the financial institution on the Canadian account was successful. The BOT is reviewing the Clearinghouse Access Agreement to see if it needs further amendments and are also reviewing comments as submitted by members. Funds netting rules have been drafted and demonstration video are being created to assist members. The BOT approved the funds netting calendar.
- Registration and Conference fees approved for the 2009 IFTA Attorneys' Section meeting.
- Reported that conference attendance down
- Reminder that the Annual Business Meeting will be held in Toronto in July 2010 and a passport is needed for travel.
- Electronic Program Compliance Reviews being researched and discussed for future reviews to reduce expenses associated with on-site reviews.
- Industry Advisory Committee – Discussions continue related to mileage taxes and IFTA decals and the high rate of forgery.

- IFTA, Inc Financial Report – Stability and soundness reported and for the 2008/2009 year. Investment earnings did fall as economy took a hit but good investments allowed IFTA, Inc to be in the 30 – 40 percentile range with reported loss less than the national average.
- Appeal heard for PA and NV in a closed session. Dispute findings.

Preliminary Agenda Review

- Wednesday, Sept 9th

Dispute Resolution Process – Action Item: Bill needs to contact Rick LaRose

IFTA Committee Reports – Suggestion was made to mirror the ABM presentation with bullet points, by committee, for our seminar presentation. ABM agenda is posted to the website and Debbie M. volunteered to assist the APC presenter. It is noted that Bill presented last year and Deborah Brown volunteered to present this year.

Action Item: Deborah Brown to prepare power point presentation with committee bullet points. Debbie M. will assist if needed.

- Thursday, Sept 10th

LEC Breakout questions presented by Ron. Debbie assured Ron that LEC will have a breakout session. It is noted that Lonnette was on a conference call with LEC to ensure that a breakout would be added/prepared for law enforcement attendees. Debbie M. informed the APC that LEC assumed that they were all going on the field trip. Limited space is available all will not be able to attend the inspection, therefore, a breakout must be available with a topic matter for LE attendees.

- Friday, Sept 11

9 -11 Tribute – Ron informed APC that the presentation is being finalized. Ron has asked Tammy Trinker to follow up on US and Canadian flag for attendees. He questioned if this was discussed by the BOT and if a decision was made? Debbie M. said this is not a separate line item on budget but will discuss with Lonnette and Tammy. Two of three BOT on the call did not remember this discussion or is it noted in the BOT minutes.

Action Item: Debbie M. will check with Tammy and provide details to Ron.

All presentations are due by August 10th

Annual Report Database

No update from committee, the only committee member available on the call was Deborah Brown.

Scott stated this has been delayed and he has promised the BOT that APC will have tangible results before the October meeting. It is noted that this has been delayed three or four times and needs action. The committee did talk after the call in April. Debbie M. did express concern b/c we need to find out where we are at on this committee. Action items were assigned in April and it is questionable where committee members stand on these items.

Action item: Bill to call Trina. Schedule call to follow up on action items. How does the Alternative Fuels Committee and the Annual Report Database interact? Andrew will be BOT representative for this database.

Industry Topic

Industry Advisory Committee has a topic but has not provided details to Ron. Tentative Discussion: IFTA Credentials/Decals.

M & M Blitz

LEC – blitz with IFTA carriers – George will have a presenter to give us an update on the blitz. Multiple details to given by the LEC presenter a half-hour will be filled according to LEC.

Inspection Station Visit Re-Cap

LEC – for those of us who can't be on the visit they will present us with a recap

Revocations/Suspensions/Cancellations – An advertisement for discussion article will be placed in the IFTA News. APC will have a survey on IFTA website and this will be the basis of information for the presentation. Questionnaire needs approved and then will be posted for comments. Results identified by jurisdiction.

Action Item: Dave will forward to committee members after call. (Done, received this date).

Alternative Fuels Committee

It is recommended that APC provide a representative on this committee. Andrew and Meg were our APC representatives.

Discussed at BOT – Turnover and movement of committee members and APC should make sure we have the proper representation. Andrew provided details of AFC being formed because of alternative fuel exemptions, including Biodiesel. AFC formed due to these challenges. A survey was conducted, compiled and two ballots proposed. Ballots were presented last year and shortly after ABM withdrawn. There continues to be and Important role for this committee and the BOT feels the committee should provide support and research further initiatives to address challenges for biodiesel new tax schemes, OR case, these were examples used by Andrew to solidify the importance of the AFC. AFC successes were a new database and a template of alternative fuels. IFTA, Inc. mocked up a database that contains jurisdictions information and it was very helpful. During a conference call a few weeks ago this database was reviewed and can be officially presented to the BOT. Once approved, it will be posted for jurisdictions to update.

Action Item: Need volunteer. Bill will select. He will call and talk with us about our participation. Bill will have the schedule when he calls us for the dates and times of calls. Next call is May 19th. Debra Brown is interested and will get back with Bill.

IFTA Ballots for 2009

Action Item: Comments to be sent to Bill and Ron via email submission by May 15th. If comments are not received, Bill and Ron will provide comments for our committee.

Exemption Database

Bill has talked with Deborah Brown and she is reviewing where we can add effective date of the exemption. This will be a very useful field to auditors. Display and store prior exemptions to keep an audit trail up to five years.

Next call on **June 3rd**. Bill reminded committee members that we have four more phone calls before seminar.

¹Adjourned.

¹ Minutes prepared by Joy Prenger, May 6, 2009