

## Agreement Procedures Committee

Conference Call Minutes

December 08, 2010

Participants	Absent
Cindy Arnold (NV) Chair	Donna Alderman (NC)
Joy Prenger (MO)	Manuel Lagunas (AZ)
Carolyn Evanston (IN)	Pamela Marshall (KY)
Ghyslaine Lepage (QC)	Bill Kron (MS) – ex officio
Trina Kluever Pauli (WI)	
Kim Knox-Lawrence (ME)	
Scott Greenawalt (OK), Board Liaison	Ron Hester (ON), Board Liaison
Debbie Meise (IFTA, Inc.)	Lonette Turner (IFTA, Inc.)
Tammy Trinker (IFTA, Inc.)	

Cindy Arnold called the meeting to order.

### Approval of minutes from last meeting

The minutes of November conference call were approved.

### Openings

Vice-Chair needs to be selected by the committee. Two names were put up: Carolyn Evanston and Trina Kluever Pauli. Carolyn had submitted the application and we are waiting for Trina's. Cindy will advise us when to vote on the message board.

Scott told us that Ron Hester had suggested a person to represent the Canadian region on the Committee and that person was approved by the Board. There is still one opening to represent the Western Region, Debbie suggests to contact Tim Ford from CA. Cindy will. Trina may have some other names; Cindy will call her, if necessary.

### Agenda for 2011 Workshop

Cindy asked if we have any idea for presentation at the workshop.

Joy and Trina have reviewed the critics and they will complete the agenda with some suggestions.

Carolyn suggested and agreed to present: What is a Qualified Motor Vehicle?

Joy suggested and agreed to present: Suggestions on how to reduce costs?

- o MO sends post cards instead of the returns
- o NV is saving 2000\$ quarterly by referring licensees to their website instead of printing the tax rates.

Joy will send a message board (or survey) to find out what other jurisdictions have done to reduce their costs.

Cindy will contact LEC requesting a conference call on what they want to have and do.

It seems that LEC would like to have a demonstration of the demographic data on the Clearinghouse. Debbie said that it will be possible from their end. Should it be in a general session or in a breakout? Joy and Trina will look at it and advise Cindy and then, they can discuss it with Jason.

Someone added that Trent's presentation on *Top 10 tips and tools* was very good; maybe we could do something like that.

There was a discussion on CSA (Comprehensive Safety Analysis) and the time it was consuming to complete it. We think it would be nice to have a presentation on CSA, Joy may have someone.

Kim said that it could be interesting to have a presentation related to audits, the triggers that we may have to refer a carrier to the audit department.

We discuss also about IFTA and IRP: problem with audits because of the differences.

Other possible subjects could be:

- from LEC, what can they do to help us in our job?
- or the opposite, How can we help them ?

Maybe we can do a message board to find out which tools jurisdictions are using to get the required information.

Maybe we can find subjects to present from the Audit Meeting in February; Joy will be present at the meeting and she will give us an update of what happen at our March Call.

Trina is going to the IRP Annual Meeting; she will keep track of anything that may affect IFTA.

#### Other Business:

Ghyslaine asked what happened with the "should/shall/may/have to" related to compliance. Scott said that the Board has voted for a trip so that the PCRC and a representative from the APC and the Audit committee could meet and review the rules. It will be after April.

For the next conference call, it was suggested that we could review the Procedure Manual or maybe look at the non compliance items. Debbie said she has them since 1996, she will send us the ones from the past five years. We might find some interpretation problem.

Ballots: the deadline for the 2011 ballots is April 15.

So far, on the 2010 ballots, 38 jurisdictions have voted, the limit is December 20<sup>th</sup>.

Our: 31 yes, 4 no, it needs 44 yes to pass (Debbie sends reminder to vote every week but she will advise us on the last week so that we can call the jurisdictions that haven't vote yet.

Ballot 2: 26 yes, 12 no

Ballot 3: 17 yes, 21 no so it won't pass

Cindy resumes the call or actions to be taken:

- Any ballot to present for next meeting
- Vice-chair to vote
- Missing one member from the Western region
- Joy- message board on Cost Savings
- Kim and Cindy to work on CSA
- Survey: How can we help LEC?

#### **Adjournment after 50 minutes**

The next APC conference call will be **January 12, 2010**

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Minutes submitted by: Ghyslaine Lepage