

Agreement Procedures Committee
 Conference Call Minutes
 January 11, 2012

Participants	Absent
Cindy Arnold (NV) Chair	Joy Prenger (MO)
Carolyn Evanston (IN)	
Sandi Ackerblade (ON)	Donna Alderman (NC)
Kim Knox-Lawrence (ME)	Judy Vigil (NM)
Marie Stark (MT)	Bill Kron (MS) – ex officio
Krystal Miller (NH)	
Ghyslaine Lepage (QC)	
Pamela Marshall (KY)	
Trina Kluever Pauli (WI) Vice-Chair	
Ron Hester (ON), Board Liaison	
Ric Listella (OR), Board Liaison	
Tammy Trinker (IFTA, Inc.)	

Cindy Arnold called the meeting to order.

Approval of minutes from last meeting

Minutes from December of 2011 were approved. Ghyslaine moved to accept; Kristal seconded; minutes accepted.

New business

Krystal Miller from NH will be leaving her current position effective Jan 20, 2012. This creates an APC opening in the Northeast.

Joy Prenger from MO rolled off the APC due to length of term. This has also created an opening in the Midwest.

Donna Alderman from NC has retired from the APC. This has created an opening in the South.

APC members are required in the Northeast, Midwest and the South.

An invitation will be extended to Glenn Boyette. He expressed interest in becoming an APC member at the 2011 workshop.

Discussed the minutes

Pam asked about the statement in the minutes regarding IRP/IFTA hosting the workshop for 2012 and 2013. IRP will host for 2014 and 2015. Ron said this format will be evaluated after the 2015 workshop.

Workshop Agenda

Cindy is getting an update from the 2012 audit workshop. Ghyslaine said the audit workshop discussed the possibility of not using decals because we have Clearing House.

LEC conducted a call yesterday (Jan 10/12). They did not discuss the 2012 workshop agenda. Carolyn suggested we have an IFTA 101 session along with a presentation re: processing quarterly returns.

The group discussed the need to present core information.

Another possible topic – Managers 101. What managers should do on a yearly basis?

Another possible topic – IRP 101 should be added.

Flow of agenda was discussed. It was suggested core topics should be presented as first items in the morning sessions.

Should we ask attendees when registering, how many times have they attended the workshop? The attendee list could then be created to show different colors to denote new/previous attendees.

Ron suggested we could go over the demographics at the meeting the day before the meeting, so that presentations can be adapted (if necessary) accordingly.

Discussion about the breakout sessions. Should they be all together or by Region?

At the 2011 workshop, Trent from IL suggested a portion of the workshop be closed to industry.

All members were in agreement. Closed meeting topics were discussed. Sandi suggested closing the meeting from 8:30 – 10:30 on Sept 12/12; industry could join after this period.

Industry may like this as there is additional travel time.

Trina and Cindy are going to have a joint call with the LEC and IRP on Jan 12/12 to discuss additional agenda items.

Ballot

Discussed the language needed if a ballot was brought forward that would require all IFTA transmissions of documents between jurisdictions to be in English. A sub-committee was appointed to get further information and to work on language. Those appointees are Sandy, Ghyslaine, Carolyn, and Marie. Cindy and Kim will contact IRP and find out how or if they are handling the same issue due to NAFTA.

For next meeting

Cindy requested all committee members come to the next meeting with idea's of presentations, break-outs, or Panel discussions for the 2012 Managers and Law Enforcement Workshop.

Committee members were asked to review the Best Practice Guide and New Members guide and bring idea's and comments to next meeting.

The call ended after 60 minutes.

The next meeting is **February 8, 2012**
Minutes submitted by: Sandi Ackerblade