

**Agreement Procedures Committee
Conference Call Minutes
March 14, 2012**

Participants	Absent
Cindy Arnold (NV) Chair	Marie Stark (MT)
Trina Kluever Pauli (WI) Vice-Chair	Kim Knox-Lawrence (ME)
Sandi Ackerblade (ON)	
Cindy Swanson (CA)	
Carolyn Evanston (IN)	Bill Kron (MS) – ex officio
Pamela Marshall (KY)	Ron Hester (ON), Board Liaison
Ghyslaine Lepage (QC)	
Glenn Boyette (MS)	
Kim Plante (VT)	
Ric Listella (OR), Board Liaison	
Debbie Meise (IFTA, Inc.)	

Cindy Arnold called the meeting to order.

Approval of minutes from last meeting

Minutes from February of 2012 were approved

New business

Cindy Swanson from California and Kim Plante from Vermont were welcomed to the committee as our newest members.

Workshop Agenda

The committee discussed agenda ideas. It was determined that we hold open APC/LEC meetings during the workshop and presentation ideas would include New member guide, Best practices guide and Peer review and compliance.

New Member guide presentation will be worked on by Sandi and Glenn with review by Cindy S and Kim P.

Discussed agenda item of the lifecycle of motor carrier enrolling in IFTA and IRP what he needs from IFTA, IRP, Audit, and Law Enforcement and how to provide best practices and managing compliance. Trina will be the person in charge of this presentation and she will assign and work out who is doing what segment of this session.

We still have at least 4 areas of presentations to fill and we need ideas.

LEC and APC and IRP have a joint call on February 9th, 2012.

Ballot

The ballot was discussed and it was determined that we are unable to present the ballot this year but that we will work with the Attorneys and the members of IFTA to get buy in for 2013.

For next meeting

Cindy assigned newsletter blurbs: March –Trina, April – Carolyn, May – Pamela, June – Glen
July - Cindy A, with the rest of the committee to work on notices that will include the agenda.

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.

The call ended after 1 hour.

The next meeting is **April 11, 2012**
Minutes submitted by: Cindy Arnold