

Agreement Procedures Committee
 Conference Call Minutes
 May 9, 2012

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

Meeting called to order.

Approval of minutes:

Quorum was in attendance. Trina moved and Ghyslaine seconded to approve the minutes from April 2012. All approved.

Update from Ron on the Board Meeting:

The board approved travel for the APC to the workshop. What this means: Person must be participating APC member in attendance and participating as presenters for the workshop and in the open APC meeting. The APC needs to have a solid agenda and a minute taker. Covered items: Airfare, two nights hotel, two days per diem; travel to and from home to airport and taxi or shuttle to and from the airport to hotel as long as it is reasonable and competitive; and one piece of luggage each way. The per diem is based on the federal government rates. Each member needs to fill out a travel form for Tammy to book the flights and we should receive those soon. It is important to do as soon as possible to get the lowest rates. Next year more information may be required on the request for travel. The registration cost for the workshop is not covered.

Interactive Presentation “As the Wheels Turn” – Trina

The presentations need to be in to Trina by mid-July so the entire presentation can be put together. The pieces for the APC are as follows with the presenters:

Original IFTA application that is not okay to process with a start date of 10/1. Cindy A, Kim P

Renewal IFTA that flows through the process smoothly. Sandi, Cindy A, Kim K

Subsequent IFTA Renewal that has problems. Sandi, Cindy A, Kim K

Quarterly tax returns – paper and online, one works, one does not, etc. Marie, Ghyslaine

IFTA Audit – records will be provided so IRP and IFTA will have the same docs. Glenn

IFTA Audit Hearing – possibly a chart showing each jurisdictions process. Glenn

LEC – Possibly placement of decals and inspection levels.

IRP – New and renewal.

Motor Carrier – How to prepare for an audit.

Trina will fill in on the presentation as needed. Scripting will be provided for the actors who are carriers. Next month we will check in to see how the presentations are coming. Trina will provide a timeline for As the Wheels Turn.

APC open meeting is Thursday PM. On the agenda are the New Member and Best Practices Guide. Debbie has started the open committee meeting agenda and will forward it to the committee for additions and to finalize for next call.

Cindy A found a letter from IRP for how to get your trip to the workshop funded and will adjust it for IFTA and send it to us.

Pam owes a blurb for June and Carolyn for May for the newsletter.

Debbie did not know about the workshop meals but Tammy will be sending something out.

Sandi is the new Presentation Materials Coordinator except for “As the Wheels Turn”. All materials need to be in to her by August 6th to be able to meet the deadline of materials to IFTA Inc. by August 28th.

None of the committee will be attending the IFTA Annual Meeting. Cindy asked Ron to present the committee update and possible ballots. Cindy will write it up and do the Power point presentation. Ron agreed.

IFTA Committee reports will be read by Ghyslaine. Ballot reports will be done by Carolyn.

Ghyslaine asked about the presentation for blended fuel and Tim Ford from CA has volunteered to do it.

Ghyslaine will take minutes at the open APC meeting and Kim P will assist.

Next meeting June 13th. Ric and Ghyslaine will not be in attendance.

The call ended after an hour.

Minutes submitted by: Marie Stark