

Agreement Procedures Committee  
 Conference Call Minutes  
 June 13 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 Sandi seconded to approve the minutes from May 2012. All approved.

Travel info for Meeting:

Cindy A checked up with members to get information to Tammy Trinker at IFTA Inc to set-up committee member travel for Meeting in Sept. Reminder to get this done ASAP. Debbie would check up with Tammy for those who had sent their information and had yet to receive a response. Cindy A reminded all of those who hadn't submitted the documents yet to Tammy to do so as soon as they could. It was commented that some members must wait for jurisdictional approval timelines.

Internet Access in Conference Rooms:

A question was asked about the conference room access to the internet for the IFTA Inc website presentation– per Debbie Tammy says access is scheduled but a “Plan B” will be created in case of connectivity issues.

Meals Question:

Breakfast Vouchers to be provided by Hotel like prior year.

Meeting Agenda

Sandi has been identified as the materials coordinator – she is responsible for obtaining all presenters material (APC, LEC, IRP etc.) Trina is forwarding IRP items to Sandi – once IRP committee has approved and providing contacts for those who are missing Trina and Cindy A to follow up in joint meeting 6/13 to remind IRP of the time to provide docs to Sandi and

Newest Meeting Agenda version #12 shows break-out session on Fridays

### Interactive Presentation “As the Wheels Turn” – Trina

Trina discussed the “As the Wheel turns” combined presentation and that there is more time for the allocated for the presentations. When we re-adjust the time she will provide a new list of times and slots. Glenn stated he was going to get records for his portion of the presentation and then he will make contact with other jurisdiction. IRP doing the same to contact jurisdiction. Regarding the Hearing Process portion of the presentation. Ghyslaine will email information to Marie regarding trip reports for their respective presentations. Cindy A clarified that each presenter would need to use your system to create tax returns – however they decide is best. Cindy A also reiterated we need to use same “carrier EIN” for all records so we can tie them together with the correct effective dates etc! Glenn reminded all that records sent needs name redacted. Sandi to re-send her email regarding needing samples of Renewal Applications from jurisdictions to members who did not receive initial email.

### Open Meeting Agenda

Cindy A then discussed the Open Meeting Agenda and made presentation assignments. Debbie discussed topics on the agenda and would add ballot review for language ballot and discuss responses to the ballot at the ABM and Ron’s presentation there where he will be asking for input, feedback, discussion, etc. Pam offered to assist Ron at the ABM as she will be in attendance there as well.

- Sandi to present New Members Guide
- Trina to present - information on how many you can miss a committee meeting before you can no longer be on committee
- Cindy A to present a review of the Charter
- Marie to present - Committee Rotation
- Carolyn to present -Ballots (language balance summary & the cosponsor meeting)
- Debbie to add new business and old business to agenda and re-email to Committee

### Town - Hall Presentations

Topics from ABM to be provided by Debbie to Cindy A to facilitate Town-Hall presentations

### IFTA Inc APC Newsletter Article

Glenn is next for IFTA Inc newsletter in July

### New Business

Sandi asked about a presentation to make-up for industry if they do not respond. Cindy A inquired as to industry involved in role-playing? Registration not opened until 22<sup>nd</sup> of June so we are not sure who is coming or not.

Cindy A will start sending emails to invite to the meeting.

Debbie wanted to bring to our attention that there is only one laptop and one projector at this time available to the meeting– IFTA Inc has asked if a jurisdiction has a spare of either to let Debbie or Tammy know.

All in attendance agreed that the candy encouragement of last year was a good idea and also a clever way to sort out attendees and break-up jurisdictional groups for breakout sessions and the first lunch.

The Committee discussed the need to adopt a “newbie” and how to get some information on the new attendee so they are introduced etc. Debbie indicated that a first time attendee question can be added to the registration questionnaire and using that information we can create name cards that identify the new attendees. Also once the attendee list is finalized the committee can review it and create random groupings which Tammy can add to their ID badges

Opening day – entertainment – Pam and Sandi says it is handled – but will be kept a surprise from Committee due to its awesomeness

Next meeting July 11<sup>th</sup>. Send meetings to Cindy A

The call ended after an hour.

Minutes submitted by: Carolyn Evanston