

Agreement Procedures Committee  
 Conference Call Minutes  
 July 11 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. Cindy A says that there will be a minor correction to the minutes and she will send them again. Sandi moved and Glenn seconded to approve the minutes from June 2012. All approved.

Travel Info for Meeting:

Cindy A checked with members to see who will attend the meeting. Debbie said that so far, IFTA Inc. has booked travel for: Sandi, Ghyslaine, Cindy A, Kim K-L and Carolyn. Some members are still waiting for their jurisdiction's approval: Trina, Pamela, Glenn (+1) and Marie (+1). Cindy S is booking herself, Debbie asked her to send IFTA Inc. the information on her travel expenses. Ron and Ricardo can't come to the meeting. We don't know for Kim Plante. It was asked to book also the hotel and, that it is possible to register and pay later on. It was also mentioned that some people from LEC don't want to come on September 11<sup>th</sup>, so they will be coming on the 10 but the rooms blocked at the hotel at the government's rate are from September, 11 to 15 and this can't be changed.

Meeting Agenda – version # 14

Ghyslaine asked if she will have the Committee reports before the meeting. Debbie said that they will be ready for the ABM meeting next week and she will send them after. We don't know for the IRP Committees.

The industry presentation was moved from Friday morning to Thursday at 12:00, 30 minutes were allowed, so far, the presentation will be on Changes in the industry, especially with electronic tools.

We have to retrieve Renée Kyser's name from the agenda, she is not coming. Cindy Swanson will participate on the discussion on Peers Review.

Regarding the Charles A. Mills award, Debbie said that the LEC will have the information after their next meeting but so far, they have received no nominations. Debbie read the rules and said that it does not have to be someone from the Law Enforcement side; it could be someone from the administrative side who did a lot to bring its jurisdiction to compliance.

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

Trina said she has only received few presentations for IRP and it seems that they are shorter than she expected. When she will have received all the presentations, she will tell us how long each one will have. We were supposed to send everything to her by July 16<sup>th</sup> but it is extended to July 18<sup>th</sup>. She needs a month to adapt what she will have received. Glenn asked if he should include the complete information regarding the audit. It was decided that it will be easier to follow if all documents used for an audit were included in the presentation. Trina will send what she has received for IRP. There was discussion on good and bad records.

#### Open Meeting Agenda

Cindy A would like to reorganize the agenda; Debbie will send a new version reflecting the changes. Cindy Swanson will be responsible of the Approval of August minutes instead of Trina. Ghyslaine and Kim P will take the minutes of the meeting. The New Member Guide prepared by Sandi and Glenn is almost ready. For the Best Practice Guide, Kim N-L said that she did only few corrections but we can still send her comments.

#### Name Tag and Newbie

Because there was no question on the Registration Form allowing us to know who is attending for the first time, there was discussion of what can be done for new participants:

- a different color for their name tag
- a sticker that could be added on the badge when they will register at the meeting
- an email to the participants to find out who is attending for the first time
- an email to welcome them and ask them to join us (where and at what time).

No final decision was taken.

#### IFTA Inc. APC Newsletter Article

Glenn will send the one for July, Cindy A will send the last one, for August.

Ron Hester told us that he will not attend the meeting and either the next conference call, so he would like to thank all of us for our participation and especially Cindy and Trina for putting the agenda together. Cindy Arnold expressed also her thanks to everyone.

Next and last conference call before the workshop will be on August 8<sup>th</sup>.

Kim Knox-Laurence is working on a Best Practice Guide for the Clearinghouse Advisory Committee and so far, she has received only four answers. She asked us if we could help her, especially for the Demographic Data.

The call ended after 45 minutes.

Minutes submitted by: Ghyslaine Lepage