

Agreement Procedures Committee  
Conference Call Minutes  
October 10, 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)	
Ron Hester (ON)	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. Ron asked that his name be added to the APC members in attendance. This will be done and the September minutes will be forwarded to IFTA Inc. The minutes were approved and seconded for September 2012.

2013 Workshop:

Cindy A sent a draft 2013 Workshop agenda to be reviewed for this meeting. Suggestions for presentations for this workshop should be sent to Trina.

Best Practices Guide:

Ghyslaine had a question about a statement on Pg 9 of the BPG re: no travel out of jurisdiction heading. Ron said the BPG outlines best practices, and that a jurisdiction doesn't have to follow exactly, as we don't get reviewed on these items. Trina moved to forward this version to the Board. Carolyn asked that a version identifier be included. It was suggested this information could be listed on the Table of Contents. Rick suggested putting the version identifier and date in a footer. Cindy A will add the footer. With these changes, Ghyslaine seconded the motion to forward the guide.

Charter Review:

Cindy A asked that APC members review the charter prior to our next meeting Nov 14, 2012.

2012 Workshop:

Critiques have been received from this year's workshop. Some comments include the closed session and A Day in a Carrier's Life was enjoyed by those in attendance. 35 responses have been received. Close out date for comments to be accepted is October 23, 2012. Debbie is hoping to have all available for the November 2012 APC call.

New Business:

- 1) Cindy S sits on the commissioner training committee. She was asked to create a powerpoint presentation for the ballot process. She will be using Ron's July 12 presentation, and would like any additional input we can provide.
- 2) Ron H – on behalf of the IFTA Board, wanted to thank Cindy A for her years of service as chair of the APC
- 3) Cindy A thanked everyone on the APC committee for all of the assistance we have provided in workshop organization and committee duties.
- 4) Carolyn Evanston and Kim Knox-Lawrence were nominated for the position of APC vice-chairperson. They will send a paragraph describing what they have done on APC and provide an approval form from their

jurisdiction showing they can act as APC vice-chairperson. Debbie and Trina will set up voting on IFTA website. Both the website and Trina will send a note that the voting booth has been set up.

The call ended after an hour.

Minutes submitted by: Sandi Ackerblade