

**Agreement Procedures Committee
Minutes—December 10, 2014**

Present	Absent
Kasia Panczyszyn	Cindy Swanson
Tim Nehring	Kim Knox Lawrence
Kate Kennedy	Glenn Boyette
Karen Smith – note taker	
Marie Stark	
Kim Plante	
Cindy Arnold (Board liaison)	
Debbie Meise (IFTA Inc)	
Trent Knoles (Board Liaison)	

The November minutes were discussed and a motion by Karen Smith seconded by Kim Plante to accept the minutes as presented was approved unanimously with a correction to remove the ‘W’ from Trent’s last name. Kim will forward the minutes to Tammy at IFTA for posting to the website.

Marie asked for a volunteer to participate on the ITAC committee, Kasia was gracious to volunteer. Marie will notify the Board Liaison and Kim.

We need to continue to recruit a Canadian jurisdiction member to join the committee to replace Gyslaine

A short discussion followed on the status of updating the manuals:

*Best Practices Guide & Committee Charter – additional time is needed for review, a completion date of March 31, 2015 was set.

*IFTA Annual Report- No update to report, Kim K., Kate and Karen need to meet and prepare draft language on a proposed ballot adding two items to the Annual Report; 1) IFTA reporting system being used; 2) does the jurisdiction offer electronic filing. This needs to be completed by February’s committee meeting in order to allow time for review by attorney’s and committee members.

First planning call for 2015 workshop is tomorrow. Debbie suggested they first review the survey from the 2014 meeting for ideas on what went well and what didn’t go so well. Cindy will be the IFTA board representative on the call. Kasia suggested Duel Fuel be a topic.

New Business: Kasia asked where she could find material to read on the committee functions and Marie suggested the Best Practices and New Members guide. Cindy mentioned reviewing webinars the APC completed. Debbie suggested the committee look at recording more detailed webinars/tutorials to explain how things such as, how to vote, how to fill out at tax return or explain the ballot process.

Next meeting scheduled for January 14, 2015.

Adjourned at 1:30

I wish you all a joyous Christmas Holiday and Happy New Year. Enjoy and be safe!