

IFTA / CAC Teleconference Call | Thursday, June 15, 2017, 2017 | 11:00 AM (E.S.T.)
(Clearinghouse Advisory Committee)

Attendance:

Amanda Koeller
Bettina Naylor
Amber Schuh

Ron Hester
Jason DeGraf
Melvina Allen

Marc Walker
Monique Williams
John Szilagyi

Unable to Attend:

Chris Keil
Kaylyn Gomez

Brenda Wells
Cindy Arnold

Trishawn Bell

Rick Taylor

Review of May minutes

Ron noted there was a misspelling in the CAC charter section. The word “ideal” needs to be changed to “idea” in a few spots. Marc stated he would make the changes.

Motion to approve the minutes with the changes was made by Marc and seconded by Amber.

Board Update

There was no board update as no board liaisons were present.

Funds Netting

Amanda stated Funds netting last month went well. \$68,392,122.79 in US funds and \$3,811,828.37 in Canadian funds. All funds were paid on time.

Amanda reminded everyone Oklahoma will be full member next month.

Amanda also stated IFTA, Inc. may be changing bank accounts for Canadian funding. JP Morgan is their current bank and it seems they really want to close the Canadian account. JP Morgan is increasing fees from \$50 to \$500 per month starting August 1st. IFTA, Inc. is trying to get Canadian bank with branch in Chandler. This would make it easier than trying to funnel Canadian funds through the US based bank as this has a potential for money loss due to exchange rates.

Amanda also reminded everyone that IFTA, Inc. staff is working remotely now due to water damage in the office. They will not be at the physical location for the next month or two but are still accessible via their emails.

ABM Update—

Ron stated that for the ABM he has been asked to be one of three members of a panel discussion. He is looking to some folks for verbiage on items pertaining to what CAC is doing now. Ron requested we give him any of our thoughts or ideas on what he could cover.

IFTA News

Ron thanked Monique for keeping us organized and writing the CAC news. He stated her article appeared in the last IFTA, Inc. news.

Marc asked if anyone had any ideas for the news, to please give them to Monique. Monique reiterated what Marc said and she noted she is pulling some of her information for the articles from the Demographics Best Practices guide.

Quality Control

Brenda was not available for the update. Marc filled in and stated they had meeting recently. He noted there are seven jurisdictions which still have issues with the Demographics upload. On the last call five jurisdictions participated. There are some that still have issues, but out of five jurisdictions, three only have issues with only one account. Some of the jurisdictions weren't aware they had issues. Marc stated these are the jurisdictions that could have issues with the July 1st requirements. Ron stated the jurisdictions that participated were receptive and the call was overwhelmingly positive. Marc stated the two jurisdictions that did not participate, he called and they now are fixing the data or had only one account.

Marc also mentioned there was an issue with TIN's being transposed or different from Transmittals to Demographics. Texas had this issue and it seems to be fixed.

Best Practices

Bettina stated she thinks they are finished with the demographics portion of the Best Practices guide. She stated the guide had been reviewed by the Best Practices sub-committee and is requesting the complete CAC review the guide as well. She asked all reviews, comments, questions be into her by Friday June 23rd, giving everyone one week review to review. Once this is done the Best Practices sub-committee will move on to the Transmittal portion of the guide.

Ron thanked everyone who worked on this project and stated many people will benefit from the guide. It will help folks learn how to use the Clearinghouse.

Face to Face

Marc stated he hadn't looked at this much, but he looked at it before meeting. There are several items that were still listed as works in progress.

Reports streamline checklist was noted as still outstanding and that Monique was to review this. Monique wasn't sure if this was separate. Bettina stated this was part of the Demographics Best Practices guide and it is done and it is well done.

The next item still noted as outstanding was traffic in the Clearinghouse. This was the traffic for each report in the Clearinghouse being used. This was an action item for Jason. Jason stated he has tried and

does not have the information readily available, but he can get. Bettina stated the intent of this information was to see if there are reports not being used and if we can remove from the Clearinghouse.

The next item was the template to check Demographics quarterly. They were working on a template to automatically upload and it was completed in February. It does still need to be verified before it is finalized.

The next item was IFTA news and this will remain in progress as it happens every month.

The next work in progress item was the jurisdiction contacts list. Ron stated Amanda has done her portion but he has not completed his. He will work on this.

Ron stated there are other things on the list which are meant for the future. Items like webinars are items which will guide us forward. Marc stated there is also an item regarding how to download text files into Excel and he wasn't certain if this was still an item we needed. Ron stated we will look at more of these items in the future.

CAC Charter

Ron stated the current CAC Charter was approved in 2007. The footer on the charter shows it was revised in April 2012. He asked if anyone had a chance to review or had any thoughts. John stated he looked at the Authority and Purpose section. He sent an email to everyone as a jumping off point to review. Ron quickly reviewed John's email and asked everyone do the same before the next meeting.

Ron stated there were several areas that needed to be looked at since the charter may have been written when CAC was new. He asked we look at the Committee Responsibilities to see if there is outdated information or if we would like to add more duties. Currently nothing is off the table and all thoughts need to be incorporated so we can be current. Also, section four regarding Membership needs to be looked at as many committees are revamping their requirements. Some committees are asking for two vice chairs for succession planning. Ron is aware that the LAC has this already and believes the APC is changing their charter to add two vice chairs. Ron asked that someone look at other charters to see what they are asking for. Bettina stated she had already started doing this and volunteered to do this for the entire committee. If Vice chair changes then we need to look at other sections in the membership section to reflect this change.

Ron requested for next call we all look at John's email, see if we're in agreement with this section or if we have anything to add or change. Ron would like to have this done by early fall and get a good draft to the Board, the sooner the better so we can focus on other items.

Other items

Marc stated there is a ballot out for decals specifically regarding the decal database. He stated 18 jurisdictions support the ballot, seven oppose and eight are undecided. The question was posed if this change anything for the CAC. The effective date of the ballot is January 2019 if it passes. Marc also noted on this ballot (Ballot #2) there is a lot of talk about electronic credentials and this may not be a

needed item. Ron stated this is really an LAC item as they want to know who the decals belong to at an enforcement stop. Ron stated it would not be a change for Ontario. Bettina stated it would not be a change for Montana either. Ron thought this may not impact the CAC too much. Bettina stated it may make a minor impact as more information

Marc then stated when he was on the website there was the same basic information in three locations, three different versions and some of the information was outdated. He took screenshots. He asked who he should send those to, if it was just Tom? Jason stated Tom takes care of the website and when they the information they will take care of it right away.

Ron thought we should start looking at all new ballots presented each year to see if there is any impact to the CAC if they pass.

Marc stated there is also a change to dual fuels. This impacts the Clearinghouse as we have new fields created for these and we may not need them as dual fuel is to be reported differently. Ron stated Hugh Hughson sent out a memorandum and they came to a different view point. The CAC will have to look at this soon.

Ron asked if there was any further business and there was none.

Ron stated the two action items for everyone are to review the charter to include the email John sent. The second is Bettina will email the Best Practices guide and requested everyone review this and provide comments and suggestions to Bettina by Friday, June 23, 2017

Next Meeting- July 20, 2017 at 11:00 AM (E.S.T)

Meeting adjourned at 11:47 AM.

Meeting minutes taken by Bettina Naylor