

Attendance:

Amanda Koeller	Melvina Allen	Marie Stark
Bill Blum	Garry Hinkley	Brenda Wells
Cindy Arnold	Jason DeGraf	Bethany Musselman
Monique Williams	Marc Walker	
Scott Miller	Randy Boone	

Unable to Attend:

Trishawn Bell	Kurtis Miros
Amber Schuh	Bettina Naylor
Steve Adamack	Sherry Conrad

November minutes were approved with no changes. Motion to approve by Marc and seconded by Scott.

CAC General Updates

Bethany Musselman is the new CAC Chair and Marc Walker is the new Vice Chair as of January 1, 2016. Both members have been approved by the IFTA Board. Randy will prepare a quarterly/yearly report for the Board and will forward to Bethanny and Marc. Randy thanked both team members for assuming leadership of the committee and has stated that both he and Garry will be available to support them in their new roles.

ITAC Update

Scott reported the last meeting was 12/10/15. Sandy Johnson provided a GPS device presentation. Randy Boone attended as a guest. Minutes were prepared and quarterly update was given to Sandy and Garry. This was the last meeting for Garry. Randy thanked Garry for his service.

Funds Netting – USD \$61,950,000.00, CAD \$2,664,000.00.

Amanda said that funds netting went well and reminded everyone that AB will be a full member next month.

Quality Control Sub Committee – Meeting held 11/23/2015. This committee consists of Trishawn, Bethany, Garry, Marc, Amanda, Jason and Brenda. Marc sent review template to the group and Amanda distributed examples of data review letters that were sent to jurisdictions in 2010 for this committee's review. Jurisdiction data to be reviewed is LA, MA, NB and FL. Marc stated that some quality control issues were noted when drilling down into the data. For example, LA has leading zeros preceding the carrier name on one file and no leading zeros on a subsequent file which appears when searching the demographic data to be two different accounts. 312 of these accounts were found with a status of "I". Other issues found include:

- Date not properly formatted
- In the details – carrier number contains a hyphen

More detailed discussion of data review will occur in next subcommittee meeting and uniformity of review will also be discussed.

Garry reiterated that SC has begun sending encrypted FEIN to both the demographic and transmittal uploads. SC has been contacted and is reviewing to determine how to proceed but stated they were concerned with data protection.

Marc discussed the review findings with Jason and he recommended a full baseline data refresh to correct many of these issues. Jason stated that alternatively IFTA Inc could review data and reject if needed. Marc

requested some direction for the committee as data review continues on contacting jurisdictions with data review findings and what recommendations the committee could make. Amanda stated that the contact with the jurisdiction should come from the committee via letter and that she be carbon copied on these communications. Jason reiterated that a full baseline data refresh would clean up many of these old accounts and reduce the amount of time and work needed for data review.

Clearing House Best Business Practices – Bill reported on Bettina’s behalf. Bettina published a questionnaire and sent to the CAC on 12/7/15 requesting feedback from the group. Discussion and review of the questionnaire could not be completed during the call and Randy suggested that the questions be reviewed with jurisdiction for input on content since many jurisdictions are not one-stop shops. The CAC has been asked to review the demographic questions with our jurisdictions and provide feedback on or before 1/15/16. Bettina will send an email to the CAC. Amanda reminded the group that advance notification of the survey has been published in the IFTA News.

Electronic Credentialing Work Group – Garry reported no new meeting. Paul and crew in Wisconsin continue to refine the procedure, handbook and guidelines for the pilot project. Several neighboring states have signed up to participate and carriers are being invited to participate. Target start date is April, 2016 to continue through November, 2016. Carrier credentials will be available for display as PDF on tablets, smartphones, etc., but carriers will also carry paper credentials during the pilot.

SAFER – Garry reported that data quality and improvements continue, primarily affecting IRP. Next scheduled call is this afternoon.

Dual Fuel- No update

New business – There was no new business to discuss.

At the conclusion of the meeting, Garry expressed his thanks to Randy for his hard work and dedication to the committee. Randy expressed his appreciation for the committee members’ work during his tenure. He thanked Scott and Garry for their participation and guidance as well as that of the IFTA Board. Randy also thanked the members of IFTA Inc. for their support and assistance.

Next Meeting is January 21, 2016

The December 17, 2015 meeting adjourned at 11:54 a.m.