

**IFTA / CAC Teleconference Call** | Thursday, August 17, 2017 | 11:00 AM (E.S.T.)  
(Clearinghouse Advisory Committee)

**Attendance:**

|                              |               |                           |
|------------------------------|---------------|---------------------------|
| Ron Hester                   | Marc Walker   | Jason DeGraf (IFTA, Inc.) |
| Cindy Arnold (Board Liaison) | Brenda Wells  | Kalyn Gomez               |
| Chris Keil                   | Melvina Allen | John Szilagyi             |
| Amanda Koeller (IFTA, Inc.)  | Trishawn Bell |                           |

**Unable to Attend:**

|                |                  |             |
|----------------|------------------|-------------|
| Bettina Naylor | Monique Williams | Rick Taylor |
|----------------|------------------|-------------|

**Review of July minutes**

A few minor grammatical changes were suggested by Ron and minutes were approved with changes. Motion to Approve initiated by Marc and seconded by Melvina.

**CAC Membership Vacancy**

Ron reported that the Midwest vacancy will shortly be filled as there was a volunteer at the ABM. Jennifer Blumhagen from ND has been submitted to the board for confirmation. Once confirmed, the CAC will have full membership.

**Board Update**

Cindy reported that an offer has been made for the building in Chandler. By September 7, IFTA, Inc. should be moved into a smaller office in the same complex that they will lease back from the purchaser. They will remain in this space for a minimum of two years so that ample time can be given to consideration of the need for continued lease vs. purchased office space.

The Best Practices Guide for demographics has been completed and is on the calendar for review at the October meeting.

**Funds Netting**

There were some issues with a couple of Canadian provinces last month. SK and BC shorted their payments by \$20.00, which is a banking fee. SK was able to correct timely but BC was late. Both jurisdictions have corrected going forward. Funds netting was able to proceed.

**US Dollars: \$8,556,776.48**

**Canadian: \$269,644.99**

Amanda reported that increased regulation has increased the fees for the IFTA Inc JP Morgan account used to process Canadian/US funds transfers from \$50.00 to \$500.00 and she is searching for solutions to provide service to Canadian jurisdictions more economically. Amanda asked Ron if she could be included in the next Canadian regional call. Ron said that no call is currently scheduled but he will ensure that Amanda is included.

## **Annual Business Meeting (ABM) Update**

Ron reported that the ABM was a very good meeting with attendance of approximately 120 industry representatives and jurisdiction members. There was a great deal of discussion about quality and timely data. Highlights of the ABM meeting included an IFTA panel discussion on how IFTA benefits us all and a presentation on future challenges the IFTA community faces that includes alternative fuels, changes in tax laws, attorney/audit issues, and ELD devices. CAC and PCRC will be challenged to keep pace with changes.

Ballot 4 requiring full demographic daily uploads has been short-tracked. Cindy reported that it will be on the agenda for the board's October meeting. The board will discuss and vote on the ballot. If approved, it will become effective January 2, 2018.

Other big news from the ABM came from the PCRC. They will be pulling data from the clearinghouse for jurisdiction reviews, rather than requiring jurisdictions to upload tax returns. John reported that overall, the message was received positively by attendees. A review guide should be out by the end of the month. Webinars will be scheduled for training.

Cindy shared that ND and NH have excellent online training resources for new motor carriers.

The IFTA news was also mentioned at the ABM. Thanks to Monique for coordinating this effort to inform and educate membership.

There was also some electronic credentials discussion at the ABM. There has been some push back from law enforcement. Currently, 29 jurisdictions are sending decal ranges to the clearinghouse. Per Jason, decal information may need to be added to web services. The IRP and IFTA electronic credential teams are currently working together. We don't yet know what the future holds for this project. Perhaps at some point IFTA and IRP information will be housed on a shared server.

## **CAC Face to Face Meeting – Action Items/Next Steps**

Marc referenced the CAC Breakout Task List that was attached to this meeting's agenda and the action items listed on it. The following items on the list are completed or are being addressed on an ongoing basis:

- Items 1, 2, 5, and 10 are completed.
- Items 7 and 8 are being addressed on an ongoing basis. Jason provided an update to Item 8 that was sent to the committee prior to the call. Jason will continue to forward information to the CAC as needed for Item 7.

The following items are in progress:

- Item 15
- Item 18

## **IFTA News**

Ron asked the group to submit any ideas for the IFTA News to Monique and cc Ron. He reminded the group that our section of the IFTA News can be anything that helps members, including FAQs and information on new or existing tools. The group was also reminded that the monthly deadline for submission to IFTA Inc is the 10<sup>th</sup>.

### **Quality Control Sub-Committee Update**

Brenda reported that Marc has designed a new spreadsheet with macros that should make the quarterly quality control full demographic review of required fields in demographics much easier. Marc went over the spreadsheet and how to use it with Brenda and she is in the process of creating instructions for use. Once instructions are complete, she'll send them to Marc for initial review then on to the Quality Control subcommittee members for review. A Quality Control subcommittee meeting will be scheduled later in the week.

Marc reported that NS is sending tax ids that are 11 digits, but contain 6 leading zeros. This causes difficulty in finding the customer information when searching because the last two digits are dropped when keying the nine digit tax id into the search field. Marc contacted the jurisdiction and Sherry Conrad states they have always done this but are looking into it. Marc also reported that some jurisdictions, like FL, have some blanks in the name field. FL is reviewing.

Jason reported that NC has a recent issue but is working on a correction.

### **Clearinghouse Best Business Practices Document**

Ron reported that the Best Practices document is complete and ready for board review in October. The next project for the Best Practices subcommittee is the Transmittals Best Practices guide.

### **CAC Charter**

Ron stated that the CAC charter needs to be updated to better reflect who we are and what we do. The committee has been directed to review the last sentence of Section II and provide some suggestions that define the committee role clearly. He also asked that Section III be reviewed for any additions or changes. Section IV should also be reviewed. Ron stated that instead of having one vice chair, we have two, as this is better for succession planning and consistent with other committee charters. He asked that the group review the law enforcement committee charter as this charter has already been updated to include this language. Amanda will provide to the group. John has already submitted some suggestions for changes to the CAC charter and Ron will forward to the group.

### **Actions Items & Next Month's Meeting**

The next CAC Call will be on September 21, 2017 at 11:00 AM (E.S.T). The next meeting minute taker will be Trishawn Bell

Ron confirmed the following action items:

1. All CAC members are to review the charter so it can be updated to better reflect the current mission of the CAC.

Meeting adjourned at 12:00 p.m. EST

Meeting minutes taken by Brenda Wells