

Present:

Committee:

Jennifer Brown – Arizona (Chair)

Andrew Markle – Ontario

Trent Knoles – Illinois (Scribe)

Michael Calfee – North Carolina

Michael Branch – Nevada

Rob Chapple – Saskatchewan

Joe Nolan – Ohio

IFTA Inc

Debbie Meise

Board Liaison

Stuart Zion - Colorado

Lt. Brown called the meeting to order at 2:06 p.m. Eastern.

Trent Knoles volunteered to scribe

1. Jennifer asked for a motion to approve the October meeting minutes. Michael Branch made the motion; Michael Calfee seconded. The motion passed. The minutes will be posted on the IFTA, Inc. Web site.
2. Jennifer asked for someone to read the October minutes to address any “old business” concerns. Andrew complied:
 - Michael Branch is working on updating the Best Practices Manual. He will distribute to the LEC members tomorrow when he returns to the office. Changes will be in **red font**.
 - Jennifer reported the LEC Committee Report was completed prior to the IFTA Board Meeting held in October. Andrew asked if there was some procedure for completing the report. Jennifer said the report is basically an overview of the projects the LEC is working on and any updates from the Committee, etc. Jennifer said she could distribute her report to any Committee members that may want to see it prior to submittal.
 - Trent announced he was officially named the IL IFTA Commissioner today, but this information hasn’t “gone public” yet.
 - Jennifer thanked all members for their hard work throughout the year, but stressed all members must be participatory. We also need to solicit a list of applicants for LEC vacancies; filling by region if possible (instead of “at-large”).
 - Andrew asked Debbie if we still had a list of nominations for the Charles M. Mills Award. Debbie said no list remains. As a group we must start thinking of possible nominees now so we are not scrambling in the summer to come up with a slate for voting.
3. New Business:
 - Michael Calfee suggested we review the M&M Blitz data-capture. It is suggested too much data is being requested in the field which may be of little value or non-pertinent. Jennifer asked all to review the stat sheet and perhaps contact your assigned states on what information is really of value. Email Michael Calfee your list of important data points. Michael will compile the list for the December conference call. Perhaps the field data collection can be

whittled down to only four or five points. This project should be completed timely in order for Tom King (IFTA, Inc) to make changes to the format/website.

- Next month's teleconference will be December 11th, 2:00 Eastern time.
- Jennifer concluded the meeting with best regards to all during the Thanksgiving holidays and to remain safe.

Meeting adjourned: 2:26 p.m. Eastern