

Minutes of the One Hundredth Unified Carrier Registration Plan Board of Directors Meeting

August 20th, 2015

Tele-conference

The One Hundredth (100th) Unified Carrier Registration (UCR) Plan Board of Directors (Board) meeting was called to order by Avelino Gutierrez, Chairman at 12:10 pm EDT.

Attendance - Board of Directors:

Present – Avelino Gutierrez, Adam Anderson, Sandy Bowling, Angel Oliver, Mike Hoeme, Scott Morris, Elizabeth Leaman, Woody Chambers, Rick Schweitzer and Daphne Jefferson. Avelino welcomed new Board Members Tina Thurman, Chris Burrows and Monte Weiderhold.

Absent – Robert Pitcher.

Avelino Gutierrez conducted a roll call of the States with **self-introductions** of government and industry representatives made by those in attendance.

Adam Anderson moved to accept the **meeting agenda**, which was seconded by Chris Burrows. Agenda (Exhibit A) – Motion passed

Avelino Gutierrez established the **teleconference ground rules**.

Sandy Bowling moved to accept the **minutes of the July 9th, 2015 Board meeting**. Woody Chambers seconded the motion. (Exhibit B) – Motion passed.

UCR Legislative Update –

FMCSA Update – Daphne Jefferson – FMCSA has forwarded the legal department's comments on the logo to Scott. Working on restructuring in the program office for the URS and needed a name as a contact point, Sandy Bowling volunteered.

FMCSA did receive the Board's Letter regarding the fee structure for 2016.

Avelino mentioned about the resignation letter from Dave Lazarides and that Tina Thurman will start the process to get another nomination from the NCSTS.

Sandy Bowling wanted to know if the URS was still going live on October 23rd. Daphne said they were working on an announcement for the URS.

Procedures Subcommittee – Adam Anderson – Reviewed the updated copies of the registration form and instructions as well as form 1 & 2 with their instructions. Still working on the changes to the agreement.

Motion – That the Board accept the updated registration forms and instruction to be sent out to the states in word form. Seconded by Elizabeth Leaman. Motion passed with a minor change to include the name change from MCS-150 to MCSA-1. (Exhibit D)

Audit Subcommittee – Angel Oliver – No Report.

Depository Subcommittee - Scott Morris – Scott reviewed the states system report for each year's collections. As of the last Tuesday the cap for the states for 2015 had been reached and now the system will start generating administrative funds. (Exhibit C)

Reviewed the Bank Accounts with the Bank Of North Dakota – still have significant amount in

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the 2007 savings, which is mainly the 2015 registrations, had not been moved over.

Scott then reviewed the operating funds account and the BND account.

Scott then reviewed the Depository Subcommittee budget report.

Scott gave an update on the Depository functions of the registration system and announced a mandatory training for training on the Depository. Each state must have two people on the training webinar.

Sandy was going to be calling some states that had not responded to the e-mail for the names of the representatives for each state that will be handling the accounting side of the depository functions.

Scott reported that he will be moving forward on the Logo and should have a report in Boise.

For 2011 the Depository is still waiting for payment from New York and for states to make their payment for the 2014 registration fee.

Motion: To allow those states that are new to making a payment to the Depository system an extension until September 1, 2015, seconded by Adam Anderson. Motion passed.

Administrative Fee's Subcommittee – Elizabeth Leaman – On July 27th the contract for the electronic web based cloud for reporting the expenses. It should be ready to go live by the next Board Meeting.

Looked into a web based Board meeting and will be getting some pricing and will report on that in Boise. .

Industry Advisory Subcommittee – Robert Pitcher – No Report

UCR System Subcommittee & Best Practices Best Subcommittee – Scott Morris – no other items for the system, as to the fee's the 2016 fees have already been accepted and now we will have to think about the 2017

Revenue and Fees Subcommittee - Dave Lazarides, Acting Chair – No report.

Registration System of the State of Indiana – Sandy Bowling – Reported that the state percentage rates are posed. Going to have to change the verbiage in the system from MCS-150 to MCSA-1.

Sandy gave a report that 102,842 emails – 68,569 were delivered; 34,273 undeliverable and 17,000 + actually opened the e-mail. If people call and say they already paid find out what the e-mail address was, a lot of people have more than one e-mail.

Sandy gave an update on the change to the home page. Next week Sandy is sending out an e-mail to let people know the webpage is being updated. Sandy asked if everyone would put the information on the change on their websites.

Sandy requested everyone hold back their mailings for a couple of weeks into October to make

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sure all the upgrades and changes to the system are working properly. Sandy will send out a different link and requested everyone to test it to make sure there will not be any issues.

Sandy presented her proposal that a vendor send out the notices to all the non-participating states. (Exhibit E)

Motion: Avelino moved that the Board reimburse Indiana who will make an agreement with Novatek to prepare and send out the mailing notice for the 2016 registration year for approximately \$37,000.00. Seconded by Elizabeth Leaman. Motion Passed.

Motion: Avelino motioned that the reimbursement amount be increased to allow a higher bulk rate so that undeliverable cards can be returned, seconded by Monte Weiderhold. Motion passed.

Old/New Matters:

Motion: Avelino motioned to authorize Scott to spend the money needed to open a post office box for mail regarding UCR business, seconded by Adam Anderson. Motion Passed.

Motion: Avelino motioned to form a subcommittee to work on the logo for the UCR Board. The members of that committee are Avelino Gutierrez, Scott Morris, Sandy Bowling, and Rick Wood. Seconded by Sandy Bowling. Motion Passed.

Avelino discussed the resignation by Dave Lazarides (Exhibit F). With his resignation and the need to have someone who understands the complexity and the need of the Board. Avelino motioned that Board authorize that a taskforce made up of Avelino, Scott Morris, Bob Pitcher to negotiate a form of agreement for Dave Lazarides to work for the board as a contract employee for a term of about 8 to 12 months, seconded by Elizabeth Leaman. Motion Passed.

Motion: Avelino motioned that the Board authorize Scott Morris to enter into an agreement with the Courtyard by Marriot in San Diego, Ca. and that there would not be any meals provided.

Future Board Meetings:

September 17th, 2015 will be subcommittee meetings and strategic planning meeting for the board and then a Board meeting 18th, 2015 8:00 am – 1:00 pm EDT

October 15th, 2015 12:00 pm – 3:00 PM EDT

November 19th, 2015 12:00 pm to 3:00 PM EST

December 8th, 9th 2015 in San Diego California

January 31st thru February 3rd, 2015 with a joint meeting with the NCSTS. The actual Board meetings will be February 1st and 2nd.

The Board adjourned at 1:40 pm EDT.

Minutes approved by the UCR Board on .

Adam Anderson, UCR Board Secretary

Exhibit A – Meeting Agenda

Exhibit B – Board Meeting Minutes

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Exhibit C – Depository Report

Exhibit D – Registration Forms

Exhibit E – Indiana’s Mailing Bid

Exhibit F – Dave Lazarides Resignation Letter

Exhibit G – New Board Member Appointment Letters