



**Minutes of the Multistate Tax Commission Strategic Planning Steering Committee Meeting
November 16, 2017
New Orleans, Louisiana**

I. Welcome and Introductions

The meeting was called to order at 4:30 p.m. central. The following persons attended the meeting in person:

Name	Organization	Name	Organization
Holly Coon	Alabama	Gil Brewer	Washington
Jennifer Hays	Kentucky	Ryan Prete	Bloomberg BNA
Dee Wald	North Dakota	Helen Hecht	MTC
Tommy Hoyt	Texas	Greg Matson	MTC
Nancy Prosser	Texas	Marshall Stranburg	MTC
Frank Hales	Utah		

Mike Kadas (Montana) participated in the meeting via telephone.

II. Initial Public Comment Period

No public comments were received.

III. Approval of Minutes of Strategic Planning Steering Committee Meeting on August 1, 2017

Motion to approve the minutes was made by Ms. Wald and approved by voice vote.

IV. Current Status of Strategic Planning Steering Committee

Ms. Prosser provided an update on the status of the committee, noting the turnover in committee membership in the past year. She also mentioned a proposed plan, which will be further discussed during the proposed charter amendments, to engage standing committee chair and vice chair participation in the committee.

V. Reports on Completed and Ongoing Strategic Planning Projects

Ms. Prosser briefly reviewed past completed projects: taxpayer outreach; updates to the Nexus Program website; and focus on the vitality of the commission during its 50th anniversary year. Also discussed was a commission membership project that has not been

fully undertaken. There currently are no active projects. Ms. Prosser suggested that the focus for this year should be to look at the status and future of the committee and the strategic planning process. Mr. Matson emphasized that while the commission did not have any official strategic planning projects ongoing, there is a significant amount of activity going on with the commission, its committees, and staff.

VI. Proposed Revisions to Committee Name, Charter, and Planning Calendar

Ms. Prosser suggested revising the committee's name to Strategic Leadership Committee. She also noted proposed revisions to the committee's charter, such as including standing committee chairs and vice-chairs as advisory members to this committee. Proposed changes to the strategic planning calendar were also mentioned. These changes include recurring review of mission, vision, values, and goals, updating of charters, and completion of environmental scans. Mr. Kadas noted that strategic planning is often done as a 3 to 5 year process. Mr. Stranburg pointed out his suggestion to make the strategic planning process a yearly occurrence, so that the commission and its committees would be doing bits of the process every year rather than taking on a heavier burden once every 3 to 5 years. Mr. Matson provided some background on history of the commission's strategic planning process. Ms. Coon asked if it would be possible to find more ways for the commission's uniformity process to engage the business community and be sure they felt what they have contributed has been heard. Mr. Brewer inquired if there was a better way to get businesses to contribute and find a way to enhance their participation. This may require the uniformity committee and other committees to take a step back and look at this issue at a higher level. Mr. Hoyt asked whether it might be possible to have business members of committees.

VII. Committee Membership

The proposed change in committee membership was previously discussed by Ms. Prosser, so no further discussion was required.

VIII. Review of Mission, Vision, Values, and Goals

Committee members were asked to review the current mission, vision, values, and goals and provide suggested changes. When undertaking this review, Ms. Hayes reminded the committee to establish measurable goals and metrics that are quantitative and not qualitative.

IX. Next Steps and Other Strategic Planning Business

Before the committee's next meeting in April 2018, feedback was requested on the proposed name change for the committee, the proposed revisions to the committee charter and planning calendar, and suggested changes to the commission's mission, vision, values, and goals. Any comments or suggestions may be sent to Ms. Prosser, Mr. Matson, or Mr. Stranburg. Ms. Prosser will also update the committee's communications plan.

X. Steering Committee Report to the Executive Committee

A verbal report on the meeting will be made to the Executive Committee by Ms. Prosser.

XI. Adjournment

The meeting was adjourned at 5:35 p.m. central.