



**Minutes of the Multistate Tax Commission Strategic Planning Steering Committee Meeting
November 7, 2018
Orlando, Florida**

I. Welcome and Introductions

The meeting was called to order at 4:00 p.m. eastern. The following attended the meeting in person:

Name	Organization	Name	Organization
Holly Coon	Alabama	John Valentine	Utah
Christy Vandevender	Alabama	Gil Brewer	Washington
Brendon Reese	Colorado	Chris Barber	MTC
Aaishah Hashmi	D.C.	Richard Cram	MTC
Keith Richardson	D.C.	Lila Disque	MTC
Randy Tilley	Idaho	Bruce Fort	MTC
John Whiteman	Missouri	Keith Getschel	MTC
John Ficara	New Jersey	Brian Hamer	MTC
Dee Wald	North Dakota	Helen Hecht	MTC
Nia Ray	Oregon	Greg Matson	MTC
Tommy Hoyt	Texas	Larry Shinder	MTC
Nancy Prosser	Texas	Jeff Silver	MTC
Frank Hales	Utah	Marshall Stranburg	MTC

Krystal Bolton (Louisiana) and Andy Gerlach (South Dakota) participated by phone.

II. Initial Public Comment Period

No public comments were received.

III. Approval of Minutes of Strategic Planning Steering Committee Meeting on July 24, 2018

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

IV. Report on Meetings with Program Committees

Ms. Prosser reported on the presentations she and Mr. Stranburg made during the Program Committee meetings earlier in the week.

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

Mr. Matson expressed his desire to remove “Steering” from the name of the committee. In response to a question raised by Mr. Tilley, Mr. Matson explained the process for the selection of members and chair of the committee, noted that the Executive Director effectively serves as vice chair of the committee, and stated that advisory members of the committee are not considered when determining a quorum. After this explanation, Mr. Valentine suggested an amendment to the Commission’s bylaws to make clear the role of the Commission’s chair regarding the selection of committee chairs. Mr. Hoyt asked why membership of the committee was increased and Ms. Prosser responded it was done to get more participation in and input for the committee. Ms. Prosser noted that updates to the planning calendar are a work in progress. She also said her plan is for the committee to vote at the April 2019 meeting on changing the committee’s name.

VI. Planning for Spring 2019 Meetings

Extensive discussion occurred concerning how the committee could better receive input from and participation by Program Committees and their members on strategic planning activities. Comments were made concerning whether Program Committees had enough time during their meetings to participate in strategic planning activities. Mr. Tilley suggested that the Commission’s mission, vision, values, and goals be updated, which would provide direction to and encourage Program Committees to work on ways to achieve the goals and vision.

VII. Next Steps and Other Strategic Planning Business

Staff will send out a request to members of the committee for input on updating the Commission’s mission, vision, values, and goals. A call will be scheduled after the beginning of 2019 to discuss input received. This process will assist in deciding how the Commission will proceed with strategic planning.

VIII. Steering Committee Report to the Executive Committee

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

IX. Adjournment

The meeting was adjourned at 5:14 p.m. eastern.