MINUTES
MTC Technology Committee Meeting
Nashville Downtown Courtyard by Marriott Hotel
Nashville, TN
Wednesday, March 15, 2006—8:00 a.m. to 5:00 p.m. (Central Time)

I. Welcome and Introductions

Tim Blevins (Kansas), Committee Chair, called the meeting to order. The following members participated in the call:

<table>
<thead>
<tr>
<th>NAME</th>
<th>STATE/ORGANIZATION</th>
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<tr>
<td>Joe Randall</td>
<td>Idaho</td>
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<td>Steve Wilson</td>
<td>Idaho</td>
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<td>Tim Blevins</td>
<td>Kansas</td>
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<td>Tyson Howard</td>
<td>Michigan</td>
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<td>Margaret Kauska</td>
<td>Montana</td>
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<td>Rebecca Abbo</td>
<td>New Mexico</td>
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<td>Gordon Smead</td>
<td>Tennessee</td>
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<td>Kathy Oline</td>
<td>Washington</td>
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<td>Harold Jennings, Susan Ribe</td>
<td>Multistate Tax Commission</td>
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<td>Rachel Foster</td>
<td>e.magination network, llc.</td>
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II. Public Comment Period

III. Approval of Meeting Minutes: July 25, 2005 meeting in Boise, ID; October 11, 2005, February 14, 2006 and February 28, 2006 teleconferences.

Motion for approval of each set of meeting minutes was made by Joe Randall and seconded by Margaret Kauska. All minutes were approved unanimously as written.

IV. Executive Director’s Report

Joe Huddleston expressed the importance of the MTC website redesign project as a foundation for secure communications development. He noted the MTC will make a decision on whether the SSTP site will be part of the redesigned MTC website.

He explained his personal focus on MTC membership, both formal state membership and the active participation of existing members. He updated the committee on the search for a deputy director, which he hopes will be completed by May.
V. MTC Website Redesign & Secure Communications

- Website Redesign Project Plan

Rachel Foster provided an overview of the MTC Website redesign and secure communications assessment projects. She emphasized the importance of understanding the business needs for these projects.

Tim Blevins indicated a need for MTC committee awareness early on, including showing the committees early drafts of their pages on the website. He recommended announcing the project to the committees to solicit input, with a short turnaround for responses. He stated that all chairs need to sign off on functional requirements for their section of the site. The sign off would take place in early April.

There was discussion of security requirements for the planned members section of the public website. Ms. Foster asked where MTC security requirement ends. Mr. Blevins responded that when data reaches a state the security requirement hands off to the state.

The committee discussed the process for approval of the website functional/technical requirements stage. The committee planned a teleconference to review documents at this stage.

Mr. Blevins encouraged each committee to take ownership of its section of the website. Usability testing will present an opportunity to test the prototype. Visual design presentations will also allow for sign-off by the committees. Committees should be alerted early on of these opportunities for input and sign-off.

- Secure Communications Assessment Plan

Ms. Foster discussed with the committee plans to assess secure communications for the MTC. She indicated that the secure communications assessment is not much related to website security for the public website redesign. Security for a “members” section of the public website is addressed as part of the website redesign.

Mr. Blevins indicated that these projects present an opportunity to look at secure communications holistically. He also asked to add ongoing operation analysis to the secure communications project plan. Ms. Foster was to provide an updated and refined secure communications project plan to the Technology Committee in about two weeks. The committee would hold a teleconference at that time. Ms. Foster indicated she would like to have a sign-off by this committee on the requirements document of the secure communications assessment.
VI. IT Project Risk Management

The committee discussed risk management for the website redesign and secure communications assessment projects. Areas identified for management were data conversion, user documentation, ongoing project management (looking for continuity), web design visuals, and time & cost. The committee considered risk management models that had previously been presented by some of the participants. The committee determined to frame the risk areas in a risk mitigation model. Ms. Foster agreed to put risk information into the Kansas template and/or a template used by e.magination. Mr. Blevins indicated his staff would produce a risk management template specifically for this project.

Risk mitigation suggested to account for diverse schedules of stakeholders included selecting interviewees/stakeholders, providing early notice of meetings and other events, producing a calendar of project-related events. Risk management suggested for documentation included creating a proposed table of contents for key project documentation.

VII. Audit Management Application Planning

The committee discussed the Recommended Solution Overview from e.magination. The committee asked that Harold Jennings facilitate communication with the Audit Committee. The committee set a goal to have functional requirements created for this project in April and a refreshed proposal by July. Mr. Blevins expressed hope for an audit application by the end of this year.

VIII. Data Warehousing in the States Updates

States were asked to provide any updates on their data warehouse projects. Gordon Smead reported that Tennessee hired a data warehouse project manager. He recommended this approach for developing a data warehouse.

Tim Blevins reported on the work of FTA TAG (Tactical Advisory Group) subgroup of security professionals. The group has looked at state compliance with IRS data controls. The new 1075 publication includes an appendix on data warehouses.

MTC staff is to provide a copy of the 1075 publication to the Technology Committee. Mr. Jennings suggested this type of document be included in the redesigned MTC website. Mr. Blevins agreed and added that the website could make use of links for this purpose.

IX. Streamlined Sales Tax Project Technology Requirements
- Central Online Registration System
Mr. Blevins provided an update on the Streamlined Sales Tax Project (SSTP) registration system. The SSTP has had approximately 400 registrants. Additional registrants are waiting for the availability of CSPs. The registration system is fairly stable although there have been some outages. An SSTP registration listserv has been active, including some suggestions that would have a substantial impact on the system and business rules. The web services host is TaxWatch. States are clients to this service.

- **Certified Automated Systems**

  The certification group meets regularly in Nashville. Compensation is the main issue to be resolved. The intent is to contract with two CSPs by end April. The CSP certification cycle is two years. CAS is a continual certification.

- **Other Technology Requirements**

  Mr. Blevins noted that no FTA education session was scheduled for spring. SSTP will be discussed at the FTA Technology Conference in August.

  States are a web services host for payments, returns, and information reports. The rates and boundaries database is getting cleaned up. Interested participants can pull information about web services in various formats such as .Net and Java from states using those environments.

**X. Status Report on Overall MTC Enterprise Automation Project Plan**

The committee reviewed the MTC IT Project Roadmap for calendar year 2006. Changes to the document were planned to bring it up to date. The website redesign would become a single line ending August 2006. A version covering FY 06/07 was to be created.

**XI. Proposed Fiscal Year 2006-07 Enterprise Automation Project Budget**

The committee reviewed the Enterprise Automation Project (EAP) budget. The budget included the current contract with e.magination. Additional potential expenditures related to planned work were added. Ms. Ribe noted that the budget does not correspond to MTC’s general accounting. Mr. Blevins indicated the EAP budget should be used only to allow for committee oversight of major initiatives. He recommended removing unneeded line items, with a goal of making the budget items correspond to the IT Project Roadmap.

**XII. Adjournment**
The next in-person meeting is scheduled for Sunday, August 13, 2006 in Topeka, KS.