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**Minutes**  
**Strategic Planning Committee Meeting**  
**April 23, 2021**  
**Virtual**

List of attendees:

Chris Barber	MTC
Karey Barton	Texas
Krystal Bolton	Louisiana
Gil Brewer	Washington
Isaac Choy	Hawaii
Holly Coon	MTC
Richard Cram	MTC
Lila Disque	MTC
Laurie McElhatton	California
John Ficara	New Jersey
Bruce Fort	MTC
Stacey Greaud	Louisiana
Michael Hale	Kansas
Frank Hales	Utah
Brian Hamer	MTC
Helen Hecht	MTC
Virgil Helton	FAST Enterprises
Jake Hoffman	FAST Enterprises
Laurie MacElhatton	California
Greg Matson	MTC
Teresa Miller	Iowa
John Mollenkamp	Intuit
Jennifer Noel	Delaware
Scott Pattison	MTC
Nancy Prosser	MTC
Will Rice	FAST Enterprises
Keith Richardson	District of Columbia

Christopher Russell	Indiana
Andrew Soubel	Wolters Kluwer
Marita Sciarrotta	New Jersey
Tom Shaner	Idaho
Thomas Shimkin	MTC
Larry Shinder	MTC
Jeff Silver	MTC
Kim Stewart	MTC
Bridgette Thomas	Mississippi
Sherry Tiggett	MTC
John Vecchiarelli	Gentax
Dee Wald	North Dakota
Sabrina Worthington	MTC
Steve Yang	MTC

John Ficara, Chair (NJ), brought the meeting to order at 2:02 pm EDT, and roll was taken.

#### Minutes

Greg Matson, Executive Director, moved for approval of the minutes of the November 6, 2020 meeting of the Strategic Planning Committee, and the motion passed unanimously.

#### MTC Training

John Ficara referenced the report for the work group on virtual and in-person training, which has been approved by the Committee.

Scott Pattison provided an update on the current status of MTC training developments, advising that the pandemic has accelerated the timeframe for moving to virtual training, with several virtual roundtables and training sessions having already been conducted. The recommendations from the work group report are being implemented.

Lila Disque provided a brief overview of the new Learning Management System (LMS) that MTC staff is working with and is currently utilizing to conduct online statistical sampling training. She indicated that MTC staff will continue to move forward on implementing virtual training, which will also be augmented with in-person training.

### Public Comment

John Mollenkamp, Intuit (formerly with Missouri Department of Revenue), commented positively about the Commission's efforts to use the LMS for training and stated that the private sector (including himself) would help in any way they can.

### Draft Charter

John Ficara called attention to the draft Committee Charter. Greg Matson stated that it has been recently revised and reorganized by Nancy Prosser, General Counsel, and MTC Legal Staff. The Charter has not been updated since 2019. Greg Matson made a motion to approve the draft Committee Charter, and the motion passed unanimously pursuant to a roll call vote.

### Other Business

John Ficara brought up for discussion whether it was again time for the Committee to consider conducting some strategic planning, given that the FTA has a new executive director and has recently retained an outside consultant to explore its strategic options, including surveys of members over the summer and meetings next fall. He mentioned that the Commission will monitor this effort.

Greg Matson stated that in 2011, the Commission retained Elizabeth Harchenko, retired Oregon tax official, as a consultant to work with the Commission on conducting a thorough SWOT analysis and strategic planning process, and suggested it may be time to consider doing that exercise again at some point.

### Adjournment

Dee Wald (ND), moved to adjourn the meeting, which was approved unanimously, and John Ficara adjourned the meeting at 2:55pm EDT.