



MULTISTATE TAX COMMISSION

**Minutes of the Multistate Tax Commission Strategic Planning Steering Committee Meeting
July 24, 2018
Boston, Massachusetts**

I. Welcome and Introductions

The meeting was called to order at 9:30 a.m. eastern. The following persons attended the meeting in person:

Name	Organization	Name	Organization
Holly Coon	Alabama	Frank Hales	Utah
Randy Tilley	Idaho	Gil Brewer	Washington
John Ficara	New Jersey		
Dee Wald	North Dakota	Elliott Dubin	MTC
Katie Lolley	Oregon	Keith Getschel	MTC
Andy Gerlach	South Dakota	Helen Hecht	MTC
Tommy Hoyt	Texas	Greg Matson	MTC
Nancy Prosser	Texas	Marshall Stranburg	MTC

II. Initial Public Comment Period

No public comments were received.

III. Approval of Minutes of Strategic Planning Steering Committee Meeting on April 25, 2018

Motion to approve the minutes was made by Mr. Matson and approved by voice vote.

IV. Review of Performance Measures and Data

Mr. Matson made an oral presentation summarizing performance measures and data for the engagement goal project. He noted that measures now include electronic participation in meetings. Ms. Lolley asked whether the Commission has considered using WebEx or similar technology when holding meetings. Ms. Hecht stated that some committees and work groups are working towards using such technology and will be trying those out soon.

V. Reports on Completed and Ongoing Strategic Planning Projects

Ms. Prosser noted that there were no active projects this past year.

VI. Review of Updates to Communications Plan

Ms. Prosser noted the updates previously made to the communications plan.

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

Chair Prosser stated she would like for the committee at this time next year have a clear vision for the direction the committee would be going.

Mr. Gerlach pointed out that getting committee member engagement is important to the strategic planning process. Chair Prosser suggested that to improve the strategic planning process it might be a good idea to engage the program committees to increase their involvement. Mr. Tilley suggested letting program committee members know what the Commission's mission, vision, values, and goals are as it is difficult to find those items on the Commission's web site. Being aware of these should enhance the program committees' efforts to support and enhance the Commission's mission, vision, values, and goals. Chair Prosser asked if these items were on each program committee's agenda and thought it would be beneficial to restate them to those committees so they would be mindful of them as they did their work. And she noted that it is important to do this as many of the statements in mission, vision, values, and goals have a 2019 date in them.

Mr. Ficara asked if the Commission was considering some projects on current developments, such as the *Wayfair* decision.

Ms. Coon asked whether subcommittees of the Uniformity Committee were no longer necessary. Mr. Matson responded by noting that changes to the charter of that committee were being worked on and would likely answer this question.

Mr. Tilley suggested that the Chair of this committee and the Deputy Executive Director may want to present to the program committees at the upcoming November meetings on mission, vision, values, and goals and then look to the spring meetings as a time to solicit ideas from program committee members for updating the Commission's mission, vision, values, and goals. He also recommended that there be some thought given about the function of program committees and the processes they use. It was recommended that this committee seek from the members of the program committees ways to improve the work done by those committees. He also encouraged the sharing of good ideas and best practices among the states and the Commission.

Ms. Coon stated that it would be a good idea to remind states about the work that the program committees do and encourage attendance and participation by states while emphasizing that involvement with a program committee is more than attending, listening, and learning – it's contributing. Ms. Wald suggested utilizing legal staff from states as a resource for program committees and projects.

VIII. Review of Suggested Revisions to the Commission's Mission, Vision, Values, and Goals

Discussion of this topic occurred during agenda item VII.

IX. Committee Membership and Leadership for 2018 - 2019

No changes in committee participation for the 2018 – 2019 year were discussed.

X. Next Steps and Other Strategic Planning Business

Ms. Prosser and Mr. Stranburg will review comments made at this meeting and tentatively plan to attend program committee meetings in November to discuss strategic planning efforts.

XI. Steering Committee Report to the Commission

A verbal report on the meeting and committee activities in the past year will be made to the Commission by Ms. Prosser.

XII. Adjournment

The meeting was adjourned at 10:32 a.m. eastern.