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:

NAME	*STATE/ORGANIZATION*
Joe Randall	Idaho
Steve Wilson	Idaho
Tim Blevins	Kansas
Tyson Howard	Michigan
Margaret Kauska	Montana
Rebecca Abbo	New Mexico
Gordon Smead	Tennessee
Kathy Oline	Washington
Harold Jennings, Susan Ribe	Multistate Tax Commission
Rachel Foster	e.magination network, llc.

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.