MINUTES

Technology Committee Teleconference Meeting
Thursday, July 27, 2006

I.   Welcome and Introductions

Tim Blevins (Kansas), Committee Chair, called the meeting to order at 2:02 p.m. (EDT). The following members participated in the call:

NAME	STATE/ORGANIZATION
Robert Johnston	Hawaii
Steve Wilson	Idaho
Joe Randall	Idaho
Tim Blevins	Kansas
Kathryn Krause	Michigan
Margaret Kauska	Montana
Gordon Smead	Tennessee
Antonio Soto	Multistate Tax Commission
Rachel Foster	e.magination network, LLC

II.   Public Comment Period

No member of the public was present.

III. Approval of Minutes

A draft of minutes for the July 11, 2006, teleconference was circulated for review.

After a motion duly made and seconded, the minutes of July 11, 2006, teleconference were approved as corrected.

IV.   Secure Communications Assessment Project – review of requirements document and project update

The Secure Communications Requirements document version 2.0 that had been distributed to committee was discussed.

Ms. Foster mentioned that many processes relating to the work of the Audit, Litigation, and Nexus committees are done manually using, so automated processes must be implemented.

The Framework Functional Requirements (Section 3.1 of Version 2.0) of the Secure Communications Plan will be reorganized in a logical way for use by technical people. It will be presented for analysis and evaluation.

One concern is the workload of MTC staff related to ongoing authorization and maintenance of the system since it could be used by a large number of state tax administration staff.

Mr. Blevins raised the issue of how e-mail security, contact database, and other issues will be managed, and the level of involvement and role of the MTC staff, including the existing Commission IT staff members.

It is necessary to create a list of some policy and security items to be integrated in the Framework Functional Requirements. Some of actual requirements should be reviewed, addressed, or changed. These requirements are contained in pages 11-14 of the Secure Communication Requirements Version 2.0.

The type of data exchange will dictate the security level required. If MTC staff will be involved in IRS exchange data process, the security level should be the same that IRS uses.

Back up operational procedures should be reviewed.

Ms. Foster will prepare by Tuesday, August 1, 2006, a list of policies and questions to be sent to Technology Committee for its comments and input, comparing them with their own States' security policies.

Mr. Soto will locate the 2004 Technology Committee Strategic Plan to be reviewed.

There were no additional comments or questions.

V.   Website redesign project plan update

The new MTC website is in the populating content phase.

This new website will be presented to Technology Committee Meeting during the MTC Annual Meeting, with a limited view showing just some functionality and capabilities. Comments and input are welcomed.

e-magination will have an internal meeting to prepare MTC staff training meeting on Monday, July 31, 2006. Then, MTC staff will be at e-magination offices in for a meeting to receive Ektron CMS training, test tools training, and also review the test plan, tasks, and scripts on Tuesday, August 1, 2006. By the end of that week, there will be a full day of testing with a wrap up meeting at the end of the day. The complete testing cycle will be completed by August 13th.

VI.   Review of agenda for the August 13, 2006 committee meeting in Topeka, Kansas

MTC staff will present the updated Enterprise Automation Project budget and the projection starting July 1, 2006.

VII.   Adjournment.

The committee adjourned at 2:56 p.m. (EDT).