MULTISTATE TAX COMMISSION

MINUTES

Technology Committee Teleconference Meeting
Thursday, September 14, 2006

I. Welcome and Introductions

Tim Blevins, Committee Chair, called the meeting to order at 2:00 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
Jesse Jordan	Kentucky
Kathryn Krause	Michigan
Greg Matson	Multistate Tax Commission
Antonio Soto	Multistate Tax Commission
Gordon Smead	Tennessee
Rachel Foster	e.magination network, LLC

II. Public Comment Period

No member of the public was present.

III. Approval of Minutes

The minutes of the August 29, 2006, Technology Committee Meeting, were
corrected by clarifying the publication reference in the last sentence of the
second paragraph of Section IV to "Department of Treasury IRS Publication
1075" and replacing the word "send" with "sent" in the last sentence of page
2.

After a motion duly made and seconded, the minutes were approved as corrected.

IV. Secure Communications Assessment Project update including work on draft policies

Rachel Foster provided an update on the Secure Communications project.

She mentioned that e-magination is collaborating with their engineering team according with the Secure Communication Project Schedule.

Ms. Foster will adjust the Secure Communications project schedule and provide an updated version of the Secure Communication Plan to for distribution to the Committee.

Ms. Foster asked for comments on the Configuration Management Plan she had distributed. She mentioned that this document has being used by e.magination as a template for other organizations.

Steve Wilson asked about the configuration management roles mentioned in the document. MTC Management will need to decide how the project manager and the quality assurance manager roles will be performed.

The Chair suggested that this document should be incorporated into the signed agreement between MTC and e.magination.

There were no additional comments or questions.

V. Website Redesign Project Plan Update

Ms. Foster provided an update on the Website Redesign project.

She met with MTC staff to discuss content, events information, pictures to be used for the new website.

Pictures and text contained in the MTC Training Program brochure will be used in the new redesign MTC website. A CD containing this information was mailed to Ms. Foster.

Ms. Foster will update the project plan showing completion of each phase.

The Chair offered help of the Kansas Department of Revenue to test the navigation bars, links, etc. of the new website when ready.

There were no additional comments or questions.

VI.   Other items relevant to the work of the Technology Committee

The Committee discussed the Acceptable Use Policy document which had been circulated by Margaret Kauska.

The Chair asked if the Commission will be comfortable with this Acceptable Use Policy, and how aggressively this policy will be enforced.

Flexibility on this policy and some other issues regarding web mail, banking, instant messaging, etc. were discussed.

Similar policies used in other states were discussed.

Jesse Jordan will present a draft of Security Assessment Policy and Mr. Wilson will present a draft of Risk Management Policy.

The next face to face meeting of the Technology Committee will be in March 2007 in San Diego. There was some discussion regarding if the meeting could be scheduled for a full day or half day. The consensus of the Committee was that a full day would be needed for the meeting.

Mr. Matson reported the Bull Services will be providing a demo of its ESKORT audit software. He asked that member of the committee participate in the demo. Mr. Wilson and Joe Randall volunteered to participate.

The next Technology Committee teleconference will be on Wednesday, October 4, 2006, at 2:00 p.m. EST.

VII.   Adjournment.

The committee adjourned at 2:50 p.m. (EST).