MULTISTATE TAX COMMISSION

MINUTES

Technology Committee Teleconference Meeting
Wednesday, October 24, 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
Tim Blevins	Kansas
Jesse Jordan	Kentucky
Antonio Soto	Multistate Tax Commission
Rachel Foster	e.magination

II.   Public Comment Period

No member of the public was present.

III.   Approval of Minutes

After a motion duly made and seconded, the minutes of the October 4,
2006, teleconference were approved.

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

Rachel Foster gave an update on the Secure Communications project.
e.magination is still meeting with technical personnel on different
secure communications issues.

Issues that will be discussed relate to remote access, download, store,
exchange, and see data, etc.

MTC needs to determine the user profile and the policies regarding who will have privileges and at what level. Another important topic is how MTC will be administering the user level of the system.

The Chair mentioned that MTC and e.magination staff are being concentrated on the launch of the website right now, and at the next meeting the focus should move more into the Secure Communication Plan.

MTC needs to determine what of the draft IT policies it will be adopting. Steve Wilson made a presentation of Risk Management and Strategic Risk documents he had distributed. MTC will also need to determine whether the Commission will develop its own risk statements or try to find a template that can be adapted for MTC use.
MTC will need to work with e.magination regarding the level of data confidentiality. Mr. Wilson volunteered to help MTC on this issue.

Jesse Jordan outlined the Contingency Plan document he had distributed. He mentioned that this document is a good starting point for MTC. Some parts of the document should be adapted and included in the hosting contract with e.magination. Mr. Jordan proposed that a contingency plan be written on a step by step basis. An analysis of the servers should be prepared and then a full contingency plan should be developed.

V.   Website Redesign Project Plan Update

Ms. Foster mentioned that there is still a delay related with production and database licensing. e.magination is working with MTC in different items of the website including: replacement of pictures, change of banners, and refining the navigation system. Some pages that do not have content will be "hidden" until used. MTC contact information data will be imported into the new MTC website.

The launching of the website will be before the middle of November. Exact time will be determined in coordination with the Commission staff. During the transition time all traffic will be redirected to the new website. The Chair mentioned that potentially there could be some black-out periods during the transition time. If necessary, a launching announcement will be done in advance.

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

There were no additional comments or questions.

VII. Adjournment.

The committee adjourned at 2:47 p.m. (EST).

The next Technology Committee teleconference will be on Tuesday, November 21, 2006, at 2:00 p.m. EST.