MTC
MULTISTATE TAX COMMISSION

Minutes

Technology Committee Teleconference Meeting
Tuesday, February 20, 2007

I. **Welcome and Introductions**

Tim Blevins, Committee Chair, called meeting to order at 2:00 p.m. EST. The following members participated in the call:

Name	State/Organization
Tim Blevins	Kansas
Steve Wilson	Idaho
Gordon Smead	Tennessee
Harold Jennings	MTC
Allison Kelly	MTC
Greg Matson	MTC
Antonio Soto	MTC

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 February 1st, 2007 Teleconference were approved.

IV. **Secure Communications Project Update Including Work on Draft Policies**

Mr. Blevins inquired about the progress with the Secure Communications Project. Greg Matson reported that he had a meeting with Rachel Foster from e.magination last Friday. She explained that the main systems architect that will be developing the blue print for the project was waiting for some help with the written policies. Mr. Matson, along with Antonio Soto had previously pieced this document together. Mr. Soto also came across a document developed by Mr. Blevins over the summer that provides a fairly good road map in terms of the policies that would affect the Secure Communications Platform. Mr. Matson shared this document with Ms. Foster so she could bring it back to the system architect.

Greg reported that he and Joe Huddleston spend last Friday at e.magination to demo Microsoft SharePoint. He said they were evaluating the product in terms of adaptability for audit management, but that it also offered some interesting information related to the secure communications project.

Committee Chair Mr. Blevins recommended that the committee take a look at the agenda for next month's meeting in San Diego and determine how long they will spend on reviewing the Secure Communications Project.

V.   General Website Comments

Mr. Blevins commented that he can see new pages being populated, and asked about the progress of the State and MTC Contacts Lookup. Mr. Matson answered that he did not have the time to speak with the e.magination representatives when he was there on Friday. He mentioned that he thought they were creating a staging site that we would have access to, to test the new changes, and that he had not heard that was completed yet.

Allison Kelly mentioned that the hosting support at e.magination, Todd Whittle, emailed this morning to say that he was meeting with the developed to get the status of the pending tasks, and mentioned that he thought they still needed to be tested and pushed. Ms. Kelly commented that it sounded as if the staging site was already in place.

Mr. Matson suspects that they are waiting to push the bulk of new changes live as a big group and that may be what is holding things up. Ms. Kelly noted that although that was the impression they were given two weeks ago, that was not the impression she got from recent emails with e.magination hosting support. She said that if they are not waiting to push everything at once, she is concerned that some of the tasks are taking too long to complete.

Mr. Matson noted that we do have the web trends statistics now, and asked Ms. Kelly for any notes on important points. Ms. Kelly said she would go over the most important information in San Diego, and that there was some interesting information shown in the data.

Mr. Blevins commented that the main Technology Committee page has outdated information listed under "Available Documents" and asked how that can be updated. He recommended that the current minutes and agendas for the next meetings be available on that Technology Committee page, and asked if we could start building the minutes and agendas from 2006. Ms. Kelly said she can take care of changing the outdated information, and showed Mr. Blevins where the archive of agendas and minutes is stored, as well as pointed out the "Scheduled Events" page to show where the current minutes and agendas are. Mr. Blevins

thinks that information might be better utilized on the main Technology Committee page.

Mr. Blevins asked Ms. Kelly to bring detailed reports of the web trends to San Diego for review by the Committee.

VI.   Other Items Relevant to the Work of the Technology Committee

Chair Mr. Blevins requests Kathy Krause's email.

Mr. Blevins commented on the letter for Joe that was drafted by Steve Wilson. Mr. Wilson said he had forwarded it on to the Commissioner and hasn't heard back from him yet. He wanted to verify how long Joe has been on the Technology Committee. Mr. Jennings offered that he has been with the Committee since the beginning when he came over from the Audit Committee to help launch Technology.

Regarding the agenda for San Diego, Mr. Blevins noted that he is not sure how many people to expect at the meeting; Mr. Matson will not be in attendance; Mr. Wilson will be helping to coordinate the Audit software vendors the day of the meeting.

Mr. Blevins noted that he did not believe another teleconference was necessary before the March meetings. Mr. Wilson agreed, as did Mr. Matson. Mr. Matson confirmed that he will work logistics of the vendor presentations and keep Mr. Wilson in the loop.

Mr. Matson also noted to Mr. Jennings that he should be clear with Audit Committee regarding the Committee's intent when arranging the meeting, to specify that the Commission is interested in Audit Management software more so than Field Audit Software.

Mr. Blevins followed that the Commission may want to draft a position statement for the intent of the audit software so that the Commission and the Audit Committee are on the same page. Mr. Wilson agreed that a high level statement of business goals would be in order in this situation. Mr. Matson said that was not a problem.

VII.   Adjournment

The committee adjourned at 2:35pm EST.

The next Technology Committee Meeting will be on Wednesday, March 21st, at 9am, in San Diego, California.