MTC

MULTISTATE TAX COMMISSION

MINUTES

**Technology Committee Meeting
Minneapolis Marriott City Center
30 South Seventh Street
Minneapolis, Minnesota**

Monday, July 30, 2007

I.   Welcome and Introductions

Tim Blevins, chair of the committee, called the meeting to order at 9:02 a.m. Central Time. The chair acknowledged Steve Wilson as the new vice-chair.

The following individuals participated in the call:

NAME	ORGANIZATION
Tim Blevins, chair	Kansas
Steve Wilson, vice chair	Idaho
Danny Walker	Arkansas
Phil Horwitz	Colorado
Charles Wilson	District of Columbia
Randy Tolley	Idaho
Dan Hall	Illinois
Ruth Vegdahl	Minnesota
Cathy Wicks	Minnesota
Shaun Sookram	Nebraska
Rich Schrader	New Jersey
Blane Braunberger	North Dakota
Gordon Smead (via phone)	Tennessee
Mike Grundhoffer	Washington
Andrew Glancey	West Virginia
Rick Sheer	Wyoming
Ken Beier	Multistate Tax Commission
Harold Jennings	Multistate Tax Commission

Allison Kelly (via phone)	Multistate Tax Commission
Greg Matson	Multistate Tax Commission
Antonio Soto (via phone)	Multistate Tax Commission
Les Koenig	Multistate Tax Commission
Robert Schauer	Multistate Tax Commission
Steve Yang	Multistate Tax Commission
Tom Shimkin	Multistate Tax Commission
Rachel Foster (via phone)	e.magination

II. Public Comment Period

There were no comments by any member of the public.

III. Approval of the July 12, 2007 Technology Committee Teleconference Meeting

After a motion duly made and seconded, the minutes of February 20, 2007, teleconference were approved.

IV. Commission Statistical Sampling Software Demonstration

The chair invited Harold Jennings and Robert Schauer to demonstrate the new MTC statistical sampling software. They provided a demonstration of the software, noting that it there were still some things to be finalized before it was released.

Responding to a question about availability, Mr. Jennings said that the final decision had not been made, but the software would likely be made available to member states and through training.

V. Voluntary Disclosure Program Database Migration Project Report

Greg Matson gave an update on the Voluntary Disclosure Program Database Migration Project. Mr. Matson discussed the vendors that the Commission has been communicating with, and that they had requested that a statement of work be generated that they could use to create a proposal. The chair agreed that a statement of work is necessary for them to understand what exactly needs to be done. Nexus program staff should be involved in developing the statement of work, and the committee could help preparing one during its next teleconference.

Mr. Matson also requested input from the committee regarding reasonable costs for the project. The chair said that with a statement of work, the committee would have a general idea of what the project might cost.

The consensus of the committee was that a statement of work could be drafted during its next call, and proposals could be evaluated by the end of September.

The chair expressed concern regarding the back-up and recovery processes in respect of voluntary disclosure data. Mr. Matson described Mr. Lane's work-to-date on the back-up and recovery plan, noting that the Commission is moving expects to have it in place by the end of August. The chair suggested that a hard back-up of the Voluntary Disclosure data be made until the plan is in place and tested.

VI.   Website Redesign Project Report

Mr. Matson described the current situation with the online registration and the contact lookup functions. E.magination has had some internal problems that they have taken care of and are now back on track to getting these functions working as intended.

Allison Kelly provided a recap of the website traffic for the second quarter. The committee discussed possible expansion of marketing for training programs using Google, if appropriate. The committee also discussed requesting states to link to the MTC website directly from their homepages to drive traffic our way.

VII.   Secure Communications Plan Project Report

The chair reviewed the work on the Secure Communications Plan to date. Then the committee discussed how to move forward given the status of the plan document. Mr. Matson noted some necessary adjustments to the business process descriptions for both the Nexus program and the Litigation Committee, stemming mainly from a better understanding of those processes, as well as improved security standards with respect to taxpayer information.

Rachel Foster reviewed the current draft of the plan. The chair asked why a secure email portal is not listed as an option to explore. Ms. Foster agreed that it should be included in the plan.

The committee then settled on three things that need to be accomplished to bring the plan to completion: Add the secure email option, add high-level architectural framework for the included options, and update the business requirements along with mapping them to the options.

VIII. Other

The committee discussed the agenda for its next teleconference. The chair suggested the following items be discussed:

1. Create a crisp statement of work to help vendor community understand what are requirements are for the voluntary disclosure database project;
2. Update on back up and recovery plan;
3. Update on website registration and contacts lookup functions; and
4. Report on best practices of other states to drive traffic to the site.

The next Technology Committee Teleconference was scheduled for August 29, 2007, at 2 p.m. EST.

IX.   Adjournment

The Committee adjourned at 2:20 p.m.