



Unified Carrier Registration Plan
Finance Subcommittee Meeting

November 10, 2021
12:00 PM – 2:00 PM Eastern Time

Subcommittee Members In-Attendance:

Scott Morris, Chair
Larry Herold
Bob Pitcher
Crystal Stevens

Subcommittee Members not In-Attendance:

Terry Mercer, Vice-Chair
Carol Fallin

Others In-Attendance:

UCR: Bill Debord, Suzanne Stillwell, Avelino Gutierrez
Kellen Company: Katherine Thurmond, Dave Scholz, Jessalynne Ku, Tom Lawrence
Seikosoft: Lori Lefai, Toby Piquet

**UNIFIED CARRIER REGISTRATION PLAN
FINANCE SUBCOMMITTEE MEETING**

Proposed Minutes

- I. Call to Order** – Scott Morris, UCR Finance Subcommittee Chair
The UCR Finance Subcommittee Chair welcomed attendees, called the meeting to order at 12:00 pm ET, called roll for the Subcommittee, confirmed a quorum was present, and facilitated self-introductions.
- II. Verification of Publication of Meeting Notice** – Avelino Gutierrez, UCR Executive Director
The UCR Executive Director verified the publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail on November 2, 2021. The agenda was sent to the Federal Register on November 2, 2021. Sunshine Act compliance was achieved by immediately sending the agenda to the federal register following publication to the website and to the global contact list.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – Scott Morris, UCR Finance Subcommittee Chair
The agenda was reviewed, and the Finance Subcommittee took action to adopt.
- A MOTION was MADE and SECONDED to approve the agenda for the November 10, 2021 Finance Subcommittee meeting. The MOTION CARRIED.
- IV. Review and Approval of Minutes from the July 15, 2021 Meeting** – Scott Morris, UCR Finance Subcommittee Chair
Draft minutes from the July 15, 2021 Finance Subcommittee meeting via teleconference were reviewed. The Subcommittee took action to approve.
- A MOTION was MADE and SECONDED to approve the minutes of the July 15, 2021 Finance Subcommittee Meeting subject to the addition of the subcommittee’s recommendation to the board that the “average fee method” be used for estimates included in future fee change recommendations to the Secretary, instead of the “minimum fee method”. The MOTION CARRIED.
- V. Review of 2022 Administrative Budget**– Dave Scholz, UCR Depository Manager
The UCR Depository Manager led a discussion regarding the preparation of the 2022 UCR administrative budget. The Subcommittee took action to recommend to the Board adoption of the 2022 budget.
- A MOTION was MADE and SECONDED that the Finance Subcommittee recommends to the UCR Board adoption of the 2022 Administrative Budget as presented. The MOTION CARRIED.

VI. Investing Excess Fees for the 2021 Registration Year in Certificates of Deposit (CDs) – Dave Scholz, UCR Depository Manager

The Subcommittee Chair and UCR Depository Manager led a discussion regarding an opportunity to invest 2021 excess fees into one or more CDs. CDs will earn a somewhat better rate of return than the current savings accounts at the Bank of North Dakota where these funds are deposited. The 2021 excess fees will not be utilized until January 2023 at the earliest, so earning a higher rate of return will increase the excess fees, providing for additional funding in 2023. The subcommittee took action to recommend a plan to the Board.

A MOTION was MADE and SECONDED that the Finance Subcommittee recommends to the UCR Board to invest the 2021 excess fees in CDs at the Bank of North Dakota with one half in a CD maturing in January 2023 and one half in a CD maturing in April 2023. The MOTION CARRIED.

VII. Development of an Investment Strategy – Scott Morris, Subcommittee Chair and Dave Scholz, UCR Depository Manager

The Subcommittee Chair and UCR Depository Manager led a discussion regarding the development of an investment strategy and policy for increasing the rate of return on administrative reserve funds that are currently invested in CDs, which are earning historically low rates of interest. Maintaining safety of principal of administrative reserves will be a priority in the strategy. An investment strategy will continue to be refined and discussed in future Finance Subcommittee meetings.

VIII. Review of 2021 Administrative Expenses – Dave Scholz, UCR Depository Manager

The UCR Depository Manager reviewed the expenses of the UCR Plan for the first ten months ended October 31, 2021 with the Subcommittee. A forecast for the final two months in the year was also presented.

IX. Other Business – Scott Morris, UCR Finance Subcommittee Chair

The Subcommittee Chair called for any other items Subcommittee members would like to discuss. The UCR Finance Subcommittee Chair notified the committee that the next meeting will be held via teleconference on March 31, 2022.

X. Adjourn – Scott Morris, UCR Finance Subcommittee Chair

The UCR Finance Subcommittee Chair adjourned the meeting at 12:51 pm ET.