



# **Unified Carrier Registration Plan**

## **Finance Subcommittee Meeting**

May 13, 2021  
12:00 PM – 2:00 PM Eastern Time

**Subcommittee Members In-Attendance:**

**Scott Morris, Chair**  
**Terry Mercer, Vice-Chair**  
Larry Herold  
Bob Pitcher  
Carol Fallin  
Crystal Stevens

**Absent Subcommittee Members:**

Rayna Ware

**Others In-Attendance:**

UCR: Elizabeth Leaman, Avelino Gutierrez, Bill Debord, Tamara Young, Suzanne Stillwell, Mike Hoeme  
Kellen Company: Matt Mantione, Daniel Choppa, Katherine Thurmond, Dave Scholz, Jessalynne Ku  
Seikosoftware: Lori Lefai, Toby Piquet  
Truist Bank: Roy Mossy

**UNIFIED CARRIER REGISTRATION PLAN  
FINANCE SUBCOMMITTEE MEETING**

**Minutes**

- I. Call to Order** – UCR Finance Subcommittee Chair  
The UCR Finance Subcommittee Chair welcomed attendees, called the meeting to order at 12:03 pm ET, called roll for the Subcommittee, confirmed a quorum was present, and facilitated self-introductions.
- II. Verification of Publication of Meeting Notice** – 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 April 6, 2021 followed by the subsequent publication of the notice in the *Federal Register* on May 10, 2021 in volume 86, number 88, starting on page 25066.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – UCR Finance Subcommittee Chair  
The agenda was reviewed, and the Subcommittee took action to adopt.  
  
A MOTION was MADE and SECONDED to approve the agenda for the May 13, 2021 Finance Subcommittee meeting. The MOTION CARRIED.
- IV. Review and Approval of Minutes from the April 1, 2021 Meeting** – UCR Finance Subcommittee Chair  
Draft minutes from the April 1, 2021 Subcommittee meeting via teleconference were reviewed. The Subcommittee took action to approve.  
  
A MOTION was MADE and SECONDED to approve the minutes of the April 1, 2021 Finance Subcommittee Meeting as presented. The MOTION CARRIED.
- V. 2023 Fee Change Recommendation – Calculation Methodology** – UCR Finance Subcommittee Chair and UCR Depository Manager  
The UCR Finance Subcommittee Chair and the UCR Depository Manager led a discussion regarding the merits of using an “average collections” method for estimating the remaining fees collected before the end of the registration year on September 30, 2022 versus the “minimum collections” method used for estimating fee collections over the same period. The Subcommittee took action to make a recommendation to the UCR Board of Directors regarding the most appropriate method to use.  
  
A MOTION was MADE and SECONDED to recommend that the Board change the method used to project UCR revenues for the purpose of making fee recommendations to the Secretary pursuant to the UCR Act, 49 U.S.C. § 14504a(d)(7), from the current method to using the average revenues of the last 3 years for the period for which projections are being made. It is further recommended that the Board not use revenues from the 2020 UCR registration year for any fee projections due to the abnormally late start of the 2020 UCR registration year and the COVID-19 pandemic and the potential that this anomalous data would not be representative of expected results. The MOTION CARRIED.

- VI. 2023 Fee Change Recommendation – Initial Estimate – UCR Depository Manager**  
The UCR Depository Manager presented the initial fee calculations for the 2023 registration year. This was an initial review to the Subcommittee and most likely will not be the final fees recommended to the UCR Board from the Subcommittee for the 2023 registration year. This was a forward-looking analysis, and no reliance should be placed on whether these figures will be the fees that will be recommended for the 2023 registration year because they are very preliminary and subject to change prior to the Subcommittee’s final fee recommendation to the Board to be made at the Subcommittee’s July 15, 2021 meeting.
- VII. 2019 Registration Year Closure – UCR Depository Manager**  
The UCR Depository Manager presented to the Subcommittee the results of the final closure of the Depository for the 2019 registration year.
- VIII. Other Business – UCR Finance Subcommittee Chair**  
The UCR Finance Subcommittee Chair called for any other items Subcommittee members would like to discuss. There was no other business brought before the Subcommittee.
- IX. Adjourn – UCR Finance Subcommittee Chair**  
The UCR Finance Subcommittee Chair adjourned the meeting at 1:04pm ET.