



Unified Carrier Registration Plan

Finance Subcommittee Meeting

October 3, 2024
10:00 AM – 12:00 Noon MST

Subcommittee Members Present:

Crystal Stevens, Chair
Mathew Perkinson, Vice-Chair
David Bauer
Carol Fallin
Terrence Mercer

Others Present:

UCR: Avelino Gutierrez, Alex Leath
Kellen: Matt Manton, John Macwan, Tom Lawrence, Tom Gooding, Michelle Hall
Seikosoftware: Toby Piquet

Board Members Present:

Mike Hoeme, Elizabeth Leaman, Ryan Nance

**UNIFIED CARRIER REGISTRATION PLAN
FINANCE SUBCOMMITTEE MEETING
October 3, 2024**

Approved Minutes

- I. Call to Order – UCR Finance Subcommittee Chair**
The UCR Finance Subcommittee Chair welcomed attendees, called the meeting to order, called roll for the Subcommittee, confirmed whether a quorum is 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 September 24, 2024, followed by the subsequent publication of the notice in the *Federal Register* on September 30, 2024, in Vol. 89, No. 189 on page 79694.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules – UCR Finance Subcommittee Chair**
The Subcommittee Agenda was reviewed. A MOTION to approve the agenda was made and SECONDED. The MOTION carried unanimously.
- IV. Review and Approval of Subcommittee Minutes from the July 17, 2024, Meeting – UCR Finance Subcommittee Chair**
Draft minutes from the July 17, 2024, Subcommittee meeting was reviewed. A MOTION to approve the minutes was made and SECONDED. The MOTION carried unanimously.
- V. 2026 Registration Fee Update – UCR Finance Subcommittee Chair**
The UCR Finance Subcommittee Chair provided an update on the 2026 registration fees.
- VI. Revenues from 2023 and 2024 Registration Fees – UCR Depository Manager**
The UCR Depository Manager reviewed the revenues received from the 2023 and 2024 plan year registration fees.
- VII. 2022 Financial Audit Update – UCR Finance Subcommittee Chair and UCR Depository Manager**
The UCR Finance Subcommittee Chair and UCR Depository Manager provided an update on UCR's 2022 Financial Audit.
- VIII. Recommendation of the Finance Subcommittee for the Selection of External Auditor to Audit the Unified Carrier Registration Plan Depository for the Year Ended December 31, 2023- UCR Finance Subcommittee Chair and UCR Depository Manager**
The UCR Finance Subcommittee Chair and UCR Depository Manager provided an update on the selection of an audit firm to conduct the 2023 external audit.

A MOTION was made and SECONDED that the Finance Subcommittee recommends that the UCR Plan Board approve the engagement of WBL as the external auditor to conduct an audit of the Unified Carrier Registration Plan Depository for the year ended December 31, 2023. The MOTION carried.

IX. 2025 Administrative Fund Budget- UCR Finance Subcommittee Chair and UCR Depository Manager.

The UCR Finance Subcommittee Chair and Depository Manager discussed the 2025 proposed administrative fund budget.

A MOTION was made and SECONDED that the Finance Subcommittee recommends that the UCR Plan Board approve the 2025 Administrative Fund Budget as approved by the Finance Subcommittee at its meeting of October 3, 2024. The MOTION carried.

X. Other Business – UCR Finance Subcommittee Chair

The UCR Finance Subcommittee Chair called for any other items Subcommittee members would like to discuss.

XI. Adjourn – UCR Finance Subcommittee Chair

The UCR Finance Subcommittee Chair adjourned the meeting.