



# Unified Carrier Registration Plan

## Finance Subcommittee Meeting

**February 19, 2025**  
**12:00 PM – 3:00 PM EST**

**Subcommittee Members:**  
**Crystal Stevens, Chair**  
**Mathew Perkinson, Vice-Chair**  
David Bauer  
Terrence Mercer

**Subcommittee Members not Present:**  
Carol Fallin

**Others Present:**  
UCR: Avelino Gutierrez, Alex Leath  
Kellen: Matt Manton, John Macwan, Tom Lawrence, Tom Gooding, Michelle Hall  
Seikosoft: Toby Piquet

**Board Members Present:**  
Elizabeth Leaman, Bill Debord

**UNIFIED CARRIER REGISTRATION PLAN  
FINANCE SUBCOMMITTEE MEETING  
February 19, 2025**

**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 that 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 February 5, 2025, followed by the subsequent publication of the notice in the *Federal Register* on February 8, 2025, in Vol. 90, No. 27, page 9363.
- 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 October 3, 2024, Meeting** – UCR Finance Subcommittee Chair  
Draft minutes from the October 3, 2024, Subcommittee meeting were reviewed. A MOTION to approve the minutes was made and SECONDED. The MOTION carried unanimously.
- V. Revenues from 2024 and 2025 Registration Fees** – UCR Depository Manager  
The UCR Depository Manager reviewed the revenues received from the 2024 and 2025 plan year registration fees.
- VI. 2023 Financial Audit Update** – UCR Finance Subcommittee Chair  
The UCR Finance Subcommittee Chair provided an update on UCR’s 2023 Financial Audit.
- VII. Refund Policy**- UCR Finance Subcommittee Chair  
The UCR Finance Subcommittee Chair provided an update on proposed changes to the UCR Refund Policy.  
  
A MOTION was made and SECONDED that the Finance Subcommittee approves amendments to the Refund Policy as presented and requests that the UCR Plan Board approve these amendments. The MOTION carried.
- VIII. Other Business** – UCR Finance Subcommittee Chair  
The UCR Finance Subcommittee Chair called for any other items Subcommittee members would like to discuss.
- IX. Adjourn** – UCR Finance Subcommittee Chair  
The UCR Finance Subcommittee Chair adjourned the meeting.