



## **Unified Carrier Registration Plan Governance Task Force Meeting**

**November 20, 2025**

**9:30 AM – 2:30 PM EST**

**In the Offices of Kellen, 529 14th Street NW,  
Suite 1280, Washington, D.C. 20045**

**No Virtual Connection to the Meeting was Provided**

**Governance Task Force Members Present:**

Terry Mercer

David Bauer

Chris Burroughs

William Debord

Mike Hoeme

Mathew Perkinson

**Governance Task Force Members Absent:**

Crystal Stevens

**Others Present:**

UCR: Avelino Gutierrez, Alex Leath

Kellen: Matt Mantione

**UNIFIED CARRIER REGISTRATION  
GOVERNANCE TASK FORCE MEETING  
November 20, 2025**

**MINUTES**

- I. **Call to Order** – UCR Plan Governance Task Force Chair  
The UCR Governance Task Force Chair welcomed attendees, called the meeting to order, called roll for the task force, 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 publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail on November 12, 2025, followed by the subsequent publication of the notice in the *Federal Register* on Monday, November 17, 2025, in Vol. 90, No. 219, on page 51466.
  
- III. **Review and Approval of Task Force Agenda and Setting of Ground Rules** – UCR Plan Governance Task Force Chair  
The proposed Governance Task Force Agenda was reviewed. A MOTION to approve the agenda was made and SECONDED. The motion CARRIED.
  
- IV. **Discussion of and Action on a Conflict-of-Interest Policy** – UCR Governance Task Force Chair  
A discussion was held on possible work activities that may create a conflict affecting a UCR Plan Board member’s ability to serve as a Board member. A MOTION was made and SECONDED to ask Kellen to provide a conflict-of-interest policy template for further discussion by the Task Force. The motion CARRIED.

v. **Discussion of and Action on Disbursement of Funds to Under Capped States from the Depository in Under Capped Years** – UCR Governance Task Force Chair

A discussion was held on the method of distribution of funds from the Depository to under capped states in Registration Years when the overall cap is not met. A MOTION was made and SECONDED to ask Kellen to provide various scenarios for how states would be affected depending on the method of distribution of funds from the Depository in a Registration Year where the overall cap is not met. The motion CARRIED.

vi. **Other Business** – UCR Plan Governance Task Force Chair

The Governance Task Force Chair called for any other business, old or new, from the floor.

vii. **Adjournment** – UCR Plan Governance Task Force Chair

The Governance Task Force Chair adjourned the meeting.