



Compliance & International Trade Committee (CITC)
Meeting Report for Meeting of June 13 2007 at 4:00pm EST

MEETING REPORT				
	Actions/Decisions and important issues New Items in Blue	Responsible	D Date	C Date
CITIC CONFERENCE - JULY 10, 2007				
1.	<ul style="list-style-type: none"> ▪ Review of draft agenda – final draft to be sent to CITC members and Speakers for comments before finalizing into an Agenda format to be sent with Registration form. ▪ Flyer was discussed and approved. Tricia has sent draft to Future’s Advertising department to finalize format. ▪ Barney will send out Flyer in NEDA Monthly newsletter with registration form. ▪ Barney will also send Flyer and registration form to all NEDA member companies by e-mail. He will emphasize the target audience for these documents in the e-mail. ▪ Only 4 people have registered. Barney will send an additional message on Friday. We discussed in the future we may be able to send this to other society and member organizations since it is geared toward a conference and not a roundtable. We cannot send this under such short notice, but perhaps next roundtable. ▪ Alison will send follow up message to speakers for BIO and Presentation to be sent to Patty. 	Patty S. Alison H. Nancy A. Pat G. Tricia S. Barney M.	June 15	
2.	<p>Table Topic suggestions and proposed assignment of Facilitators (to be confirmed) for each table:</p> <ul style="list-style-type: none"> a) Trade Compliance training – Who, What, When, Where, and Why? <ul style="list-style-type: none"> ▪ Proposed Facilitator – Brian Baker b) Web orders & compliance management <ul style="list-style-type: none"> ▪ Proposed Facilitator – Alison Harris c) Outsourcing compliance functions and/or automating import/export management – pros & cons <ul style="list-style-type: none"> ▪ Proposed Facilitator - Jerry Greenwell d) Global Trade Compliance Tools – How to keep on top of “other country” regulations? <ul style="list-style-type: none"> ▪ Proposed Facilitator – Mark Menefee e) Internal joint partnerships for successful customer service <ul style="list-style-type: none"> ▪ Proposed Facilitator – Patty Stanley <p>All have confirmed their attendance!</p>	Patty S. Alison H. Nancy A. Pat G. Tricia S. Barney M. Darrin K. Robin N.	May 25	

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3.	<p>Conference Administration suggestions:</p> <ul style="list-style-type: none"> ▪ Name tags colour coded for Conference Organizer, Speaker and Attendee & Name tags to include Name and Company Name ▪ Table Topic cards for each table ▪ Conference parking signs & direction signs within Phoenix Contact ▪ Alison will contact Arnold for a list of local restaurants and will make reservations for July 10 – Attendees will be asked if they wish to attend – timing to be determined. ▪ Business card exchange bowls. ▪ Questions Card to be available everywhere for attendees to submit questions for wrap up throughout the day. ▪ Camera to capture photos of the event 	Tricia Barney Arnold Alison	May 25	
4.	<p>AES Automation Tools</p> <ul style="list-style-type: none"> • Organizations represented, June 13th, reporting using AES Direct, but with the intent to incorporate in to a TMS in the future. 			
5.	<p>Customer Account Creation – Best Practices</p> <p>Discussion occurred around how we manage our account creation. The commonality was that DPC is done prior to account creation and that export compliance is an early step in the process prior to creation.</p>			

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IMPORTANT NOTICE

EFFECTIVE WEDNESDAY, MAY 10, 2007,

**ALISON HARRIS,
AVNET GLOBAL TRANSPORTATION,
INTERNATIONAL TRADE COMPLIANCE MANAGER**

HAS ASSUMED THE ROLE OF CHAIRPERSON FOR NEDA’S CITC

***PLEASE JOIN ME IN EXPRESSING OUR GRATITUDE
TO ALISON FOR TAKING ON THIS ROLE.***

***PLEASE LEND HER YOUR SUPPORT
TO KEEP THIS COMMITTEE ACTIVE AND
SERVING OUR INDUSTRY!***

