



Minutes

STMA Conference Call

2/06/2013

State Attendees:

Melissa Hernandez, Texas
Brenda Meyers, Louisiana
Shelita Woods, Louisiana
Sue Kahle, Minnesota
Bonnie Kahakui, Hawaii
Stacey Jo Withers, Pennsylvania
Kathy Adair, Alaska
Lori DeMichelle, New York
Mark Milstein, New York
Tim Hay, Oregon
Tami Nelson, Utah

SGTP Attendees:

Rick Singer
Dallas Stewart (Last 20 minutes of call)
Jeff Haag (Last 20 minutes of call)

Call Hosted by: Oregon

WSCA Travel Center Update: The WSCA Travel Center is almost fully functional and ready to take live. There is one more hotel chain to load and need to complete the final test for booking air fares, and then it will be ready for use. The targeted live date is mid-February to early March at the latest. Also need to negotiate the final pieces with US Travel for the state sub-sites of the booking tool, and the incidental telephone booking charges. That will be completed before the tool goes live and all of the information will be posted on the State of Oregon WSCA page, <http://wsca.oregon.gov> Hotel bookings will be available on the general WSCA booking tool. Car, hotel and air bookings will be available on the premium booking tool and states will need to execute a participating addendum with US Travel to access the premium booking tool and establish a sub-site.

WSCA Vehicle Rental Change: Insurance rates are increasing for operating large passenger vans by drivers less than 21 years of age. A report was ran to determine how many times a driver less than 21 operated a large passenger van in 2012 and it was less than 50 times nationwide. To preserve the low rates in the agreement, the Master Agreement is being modified to restrict drivers of vehicles with 10 or seats (including the driver) to be 21 years and older. Hertz has approached Oregon to offer two additional brands under the agreement. Hertz recently acquired the Dollar/Thrifty Group and wants to make those brands available under the WSCA Master Agreement. This will benefit the states by having two additional brands to choose from. All of the terms, conditions and benefits under the Master Agreement would be included with these brands. Oregon and Hertz are in discussion to implement this.

WSCA Discounted Air Fares: A Master Discount Agreement has been signed with Southwest Airlines for discounted fares on both Southwest and AirTran. 5% off "Business Select" and "Anytime" fares are available. 3% discounts are available on "Wanna Get Away" fares for bookings within 7 days of travel. Access to the discounted rates is available through existing contracted state travel agencies or the WSCA Travel Center Booking Tool. States will need to execute a participating addendum with Southwest and provide Southwest a dedicated pseudo city code from their travel agency if they choose not use the WSCA Travel Center. All of the information will soon be posted on the Oregon WSCA webpage <http://wsca.oregon.gov>

WSCA P-Card RFP: The WSCA P-card RFP closed in January and proposals are being evaluated. There are three proposals for P-Card and Travel Card and two proposals for fleet card being considered. The evaluation team meets in Seattle the week of Feb 19-22 and a final selection will be made by the end of the week.

States Roundtable:

PA: Stacey Jo is still working on gathering travel policy information from each of the states. She was able to get 6 more states information since our last call. PA also just transitioned a new award to US Bank for credit cards and is having integration issues with GetThere and Sabre. The information isn't crossing over properly.

TX: Getting ready to release a rental car and airfare RFP. Melissa mentioned the new merchant surcharges being passed on to consumers who use credit cards. She said that Texas and 9 other states are exempt from passing on the fees.

UT: Tami is taking CPM Training. She said Southwest did not renew their city-pair agreements.

LA: They are getting ready to release an RFP form credit cards and are reviewing the travel policies for vehicle rentals.

HI: Just conducted an RFP for inter-island air travel and had some responses from airlines. They haven't had airlines under contract for a few years.

NY: Normal business right now. They just renewed their TMC agreement for another year. They are seeking approval to award to just one TMC during the next RFP cycle.

AK: Piloting GetThere as their booking tool. They are getting training classes and installation setup for the new tool.

SGTP State education program: Dallas Stewart and Jeff Haag joined the call at this time. They are both members of the SGTP Education Committee. They want to create a program for SGTP to support travel managers training geared to state travel programs and are asking STMA for help. They understand the unique need for specific education content and resources and are asking the states what they would like to see and the reality of more states attending the SGTP conference. They asked what challenges the states face. A few states mentioned bans on out of state travel. New York employees are not allowed to travel out of state. They would have to take vacation time and pay for it out of their pocket. Pennsylvania can travel out of state for day trips only. In Minnesota out of state travel needs to be justified and traveling for training is tough.

Jeff Haag mentioned that attending a conference in person is different than attending via a webinar. There is value in receiving the education at the conference and networking with others is very valuable. He acknowledged that a webinar may be good solution and asked for content ideas.

It was mentioned that SGTP needs to determine who the audience is, a travel manager or coordinator, a traveler or someone else and to develop a webinar with the specific content. One idea mentioned finding savings in travel would a good topic. Sue from MN asked if there was an opportunity to piggy back on to other conferences to leverage the time and expenses, for example, a WSCA or NASPO conference. Tim mentioned that he thought of that idea also, but was concerned that it would take away attendance from the SGTP conferences. It was asked if a regional conference would be more productive and the majority of the states agreed. The call concluded with SGTP asking for ideas from STMA for webinars or a regional conference. SGTP would also like a couple of state volunteers to participate on the SGTP Education Committee. Please email Rick Singer if you are interested and also email Rick if you are attending the fall SGTP Conference.

Next call: April 3, 2013 at 11:00 a.m. Pacific Time hosted by Pennsylvania.

Meeting adjourned