



**Minutes**  
**Carrier Procedures Committee**  
**February 6, 2023 – 11:00 am – 12:15 pm PT**  
**Hilton La Jolla Torrey Pines, La Jolla, CA**  
Chairman: James Faas  
Staff Liaison: Larissa Franklin

- I. **Call to Order** – A motion was made, seconded, and carried to call the meeting to order at 11:00 am.
  
- II. **Approval of the Minutes – October 2022**  
A motion was made, seconded, and carried for the approval of the October 2022 Carrier Procedures Committee Minutes.

III. **Roll Call**

The following committee members were in attendance:

Seth Bauer	Lisa Klein
Clete Cordero	Greg McDermitt
Glen Cornish	Glen Merkel
Richard Ellis	Mike Murphy
James Faas – Chairman	Scott O’Keefe
Sheri Frieze	Todd Polen
Steve Hartmann	Paul Stegall
Chris Kast	Tim Vander Pol
Corey Kelsey	Matt VanDerPol
Lesley Killingsworth	Jake Whitney

The following non-committee-members were in attendance:

Scott Bagley	John Maconochie
Elizabeth Bickhart	Kris McCoskery
Jason Brown	Brad Owens
Lindsey Gustafson	Andrew Slusher
Jim Jagers	Mark Vander Pol

The following staff members were in attendance:

Allison Austin	Joel Ringer
Erin Carter	Debbie Sparks
Paul Dugent	John Talieri
Marli Hall	Leslie Tate
Brian Kresge	Erin Topper

Lisa O'Donnell

General Counsel is Claire Shapiro.

There were no guests in attendance.

- IV. **Cyber Security Provisions**  
Counsel Shapiro presented language for carrier use that would help legally protect them in the event of a cyberattack. That language will be made available for carrier use.
- V. **Procedures Governing Freight Claims for Loss or Damage – Best Practices**  
Allison Austin, who was represented staff liaison Larissa Franklin, reviewed changes to the Procedures Governing the Investigation and Disposition of Freight Claims for Loss or Damage that were proposed by the Claims Procedures task force. Additional changes will be made based upon member feedback and the final version will be presented at the next committee meeting.
- VI. **Delivery Receipts**  
Allison presented a proposed definition of a delivery receipt. Changes will be made based upon member feedback and a revised definition for addition to the best practices in the NMFC will be presented at the next committee meeting.
- VII. **Interline Settlement Procedures**  
Counsel Shapiro advised that a member task force would be formed to study and recommend changes to the Procedures Governing Interline Settlements. Potential revisions proposed by that task force will be presented at the next committee meeting.
- VIII. **Bill of Lading Explanation of Common Errors**  
Counsel Shapiro led a discussion on the BOL errors infographic that is now available on the NMFTA website.
- IX. **Old Business** – There was no old business to come before the Carrier Procedures Committee.
- X. **New Business** – There was no new business to come before the Carrier Procedures Committee.
- XI. **Adjournment** – A motion was made, seconded, and unanimously approved to adjourn the meeting at 12:15 pm.