

**IFTA AUDIT COMMITTEE Minutes**

**January 14, 2020**

**Dial in #: (866) 906-7447**

**Conference ID: 9179391#**

**Jurisdiction Representatives:**

Beth Duda-Rel, Chair, AZ-Absent  
Kelly Heaton, Vice Chair, AR-  
Regan Johnson, MB-  
Marsha Douglas Roy, QC  
Joel Foreman, NE-Absent  
Lynden Landholm, KS  
Betsy McCabe, NV  
Bille Pierson, ID  
Christopher Lawson, NJ

Mason Simpson, TN  
Lynn Resides, PA

**IFTA Board Liaisons:**

L. Michael Romeo, CT  
David Nicholson, OK

**IFTA Inc., Advisor:**

Debbie Meise

**Minutes:** Lynden Landholm

**Roll Call:** Beth and Joel were absent from the call, all other members present. Kelly ran the meeting.

**Approval:** Bille had a correction to the December draft minutes, in the updates section it should state that Mason is working on the Manager presentation. Betsy made a motion to approve the December minutes with the correction noted by Bille. Bille made the second. Motion was approved and carried.

**Updates:**

**IFTA/IRP Workshop** – Updates/logistics/arrivals/etc.

Kelly went thru the workshop update agenda.

Kelly asked for volunteers to help with welcoming our registrant guests from 1:00 – 5:00 pm: IRP has volunteers in place. Marsha, Lynn, Bille, Mason and Lynden volunteered. Kelly will designate our time slots and send the volunteers an email with the times. Kelly asked that when greeting our guests that we promote the use of Guidebook –as meet-up tool for dinner, promote the Workshop reception Tuesday at 6:00 pm at West Lawn and in lieu of the guidebook that there would be a standard meet up in the lobby at 6 PM.

Regarding the gift card/drawing: Please give Beth \$10 each at presenters meeting which is Monday February 10, 5:00 pm – 7:00 pm

- Microphone runners during general session are needed: the following volunteered and the time slots.
- Chris, Tuesday 10:00 am -12:00 pm
- Marsha, Tuesday 1:30 pm – 3:00 pm
- Lynn, Thursday 8:30 am – 10:00 am
- Mason, Thursday 10:30 am-12:00 pm
- Lynden, Thursday 1:00 pm – 2:30 pm
  
- Concurrent Breakouts: Wednesday February 12, 8:30 am – 10:00 am; 10:30 am – 12:00 pm; and 1:00 pm – 3:00
  - o Facilitators do not move (attendees rotate)

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- Kelly suggested that the scribes needed during the breakouts could be determined at the presenter meeting.
- The regional breakouts on Wednesday February 12, 3:30 pm – 5:00 pm will need to have someone take minutes at each breakout. There should be an IRP and IFTA committee member at each meeting. Work it out amongst ourselves.
  - Will have set of standard questions among regions – facilitators should prepare questions for regional issues
- Everyone from the committee that will be attending the workshop indicated they will attend the joint committee dinner. Claudia from IRP is working on this.
- Debbie asked if email regarding Super Shuttle had been received?  
If anyone has experience with any of the other shuttle services mentioned in the email, let the committee know.
- IFTA/IRP Audit Workshop 2021 locations: Ideas for locations? Savannah GA, New Orleans, Chandler, San Antonio and Austin, TX were suggested. Debbie indicated that TX, LA and AZ locations were on the list. They have suggestions from IRP also and indicated many were mentioned on both. IFTA, Inc. is working on it and hope to announce the location at this year's workshop.

**Best Practices Guide (BPG)** – Lynden and Lynn talked a week ago about where they were at, which was needing some direction where it should go and will talk about it at the February committee meeting.

**Joint IFTA/IRP Audit Manager Roundtables** – Next one is in March. Debbie has sent out emails splitting up the groups from two times to four times and groups so that there is opportunity for more individual discussion.

**Board Update** – Michael noted that the 1<sup>st</sup> board meeting of the quarter will be held in conjunction with the audit work shop. They will meet on Monday the 10<sup>th</sup> and Friday the 14<sup>th</sup>. We are welcome to attend. Part of their agenda includes election of the executive committee. Michael indicated that they have several new members and named the members for each region.

Scott Bryer 1<sup>st</sup> Vice President- Northeast

Antoinette Tannous 2<sup>nd</sup> Vice President- Canadian

Christie Chewing-Southeast

Dany Couillard-Canadian

David Nicholson-Midwest

Rodney Richard-Southeast

L Michael Romeo- Northeast

Helen Varcoe-Western

Richard Wagner-Western

Board liaisons will also be determined at the meeting.

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The 2020 annual business meeting is at the Tempe Mission Palms, the 2021 meeting will be in San Diego at the same hotel as this year's workshop and they are looking to put the 2022 meeting in Canada.

It's likely that the audit committee will receive a charge of including members of the industry advisory committee on a quarterly call of the audit committee. Audit committee will know in advance so that any taxpayer confidentiality issues or conflict of interest can be avoided.

**GPS Standardized Data Output Working Group:** David indicated that they have sent out a survey and have been reviewing the responses. They will discuss them at their next call. Kelly indicated one of his auditors is on the working group and has been sharing some of the responses. Kelly also talked about some GPS audits they have had in the last few weeks and the type of data they have seen. Kelly indicated that one of the systems had a system within a system and that numbers did not agree from one report to the other. They also noted that odometer numbers did not agree and were not sure of their source.

**IFTA, Inc. Update** –Debbie asked that if there were any changes to the workshop agenda they needed to be made now and go thru the planning committee. Debbie mentioned that an updated Workshop agenda had been posted but it was not the final.

**New Business:**

There was no new business.

Lynden made a motion to adjourn the meeting with Regan making the second. Meeting was adjourned.