

IFTA/IRP Audit Workshop
Marriott North
Ft. Lauderdale, FL

February 24, 2014		
1:00 – 5:00 p.m.	Workshop Registration and Assistance	<i>Assembly Foyer</i>
5:00 – 7:00 p.m.	Planning and Preparation Meeting <ul style="list-style-type: none"> • Final review of materials and technology requirements • Dry-Run of presentations 	<i>Intercoastal Room</i>
February 25		
6:30 – 8:00 a.m.	Breakfast	<i>Foyer</i>
7:00 – 8:30 a.m.	Hot ‘n Cold Beverages (Provided)	<i>Assembly Foyer</i>
7:00 a.m. – 5:00 p.m.	Workshop Registration and Assistance	<i>Assembly Foyer</i>
8:00 a.m.	Workshop Commences	<i>Grand Cypress D</i>
8:00 – 9:45 a.m.	Official Opening <ul style="list-style-type: none"> • Welcome • Housekeeping • Ice Breaker <i>Jeff Hood (IN), IFTA Audit Committee Chair</i> <i>Drake Israel (IL), IRP Audit Committee Chair</i> <i>Marc Walker (NB) and Stacey Hammock (WY)</i>	
9:45 – 10:15 a.m.	Networking Break	<i>Assembly Foyer</i>
10:15 a.m. – 12:00 p.m.	Concurrent Breakouts <i>(Presenters will be moving from room to room)</i> <ul style="list-style-type: none"> • Auditing 101 and 301 <i>Cypress Salon BC</i> <i>Ms. Hammock, Bob Gattinella (CT), Diana Kay (FL), and Anthony Madsen (WA)</i> • Managing for Compliance <i>Atlantic Gulf</i> <ul style="list-style-type: none"> ○ Peer Review Citations ○ Guide to preparing for Peer Reviews <i>Betsy McCabe (NV), Ken Carey (IRP, Inc.) Chester Cook (GA) and Debora Meise (IFTA, Inc.)</i>	
12:00 – 1:00 p.m.	Lunch (Provided)	<i>Royal Palm Room</i>



February 25

1:00 p.m.	Concurrent Breakouts Resume	
1:00 – 2:30 p.m.	I-CAWG Discussion <i>Dave Nicholson (OK), Renee Kyser (AL) and Gary Bennion (Con-Way)</i>	<i>Cypress Salon BC</i>
	Excel Audit Workpapers <i>Mr. Walker and Maxime Dubuc (QC)</i>	<i>Atlantic Gulf</i>
2:30 – 3:00 p.m.	Networking Break Sponsored by Celtic	<i>Assembly Foyer</i>
3:00 p.m.	General Session Resumes	<i>Grand Cypress D</i>
3:00 – 4:30 p.m.	Implementation of Ballot 371 and Other Ballots <i>Mr. Hood and Mr. Nicholson</i>	
	Presentation Previews <i>Mr. Nicholson and Mr. Madsen</i>	
4:30 – 8:00 p.m.	I-CAWG Meeting	<i>Grand Cypress D</i>

February 26

6:30 – 8:30 a.m.	Breakfast	<i>Foyer</i>
7:00 – 8:30 a.m.	Hot ‘n Cold Beverages (Provided)	<i>Assembly Foyer</i>
7:00 a.m. – 5:00 p.m.	Workshop Registration and Assistance <i>Assembly Foyer</i>	
8:00 – 9:30 a.m.	Concurrent Breakouts	
	<ul style="list-style-type: none"> • Preaudit <i>Jimmy Topkins (AL), Mike Buccola (IL) and Helen Varcoe (MT)</i> • Initial Conference <i>Kristie Zanis (NH), Don Williams (ID) and Bob Weber (CT)</i> 	<i>Cypress Salon BC</i> <i>Grand Cypress D</i>
9:30 – 10:00 a.m.	Networking Break	<i>Assembly Foyer</i>
10:00 a.m. – 12:00 p.m.	Concurrent Breakouts	
	<ul style="list-style-type: none"> • Internal Controls <ul style="list-style-type: none"> ○ Testing and documentation <i>Michele Deering Volz (CA), Mr. Walker and Mark Howshar (WY)</i> • Sampling Techniques and Methodologies <i>Mr. Madsen, Dawn Lietz (NV) and Robert Schwab (MO)</i> 	<i>Cypress Salon BC</i> <i>Grand Cypress D</i>



February 26		
12:00 – 1:00 p.m.	Lunch (Provided)	<i>Royal Palm Room</i>
1:00 – 3:30 p.m.	Concurrent Breakouts <ul style="list-style-type: none"> • Auditing Distance <i>Ms. Deering Volz, Ms. Dubuc and Carl Robinson (Vusion)</i> • Auditing Fuel <i>Mr. Cook, Ms. Kay and Mr. Gattinella</i> 	<i>Cypress Salon BC</i> <i>Grand Cypress D</i>
3:30 – 3:45 p.m.	Networking Break	<i>Assembly Foyer</i>
3:45 – 5:00 p.m.	Concurrent Breakouts <ul style="list-style-type: none"> • Report Writing <i>Tom Sullivan (IN), Renee Kyser (AL) and Mr. Buccola</i> • Final Conference <i>Mr. Weber, Ms. Zanis and Don Williams (ID)</i> 	<i>Cypress Salon BC</i> <i>Grand Cypress D</i>
February 27		
6:30 – 8:30 a.m.	Breakfast	<i>Foyer</i>
7:00 – 8:30 a.m.	Hot ‘n Cold Beverages (Provided)	<i>Assembly Foyer</i>
7:00 a.m. – 5:00 p.m.	Workshop Registration and Assistance	<i>Assembly Foyer</i>
8:00 a.m.	General Session Recommences	<i>Grand Cypress D</i>
8:00 – 9:45 a.m.	Legal Presentation <i>Clark Snelson (UT)</i> Auditor Safety Presentation <i>Sgt. Steve Brown (FL Highway Patrol)</i>	
9:45 – 10:15 a.m.	Networking Break Sponsored by RSI, Inc.	<i>Assembly Foyer</i>
10:15 a.m. – 12:00 p.m.	Industry Presentations <ul style="list-style-type: none"> • Dual Fuel • Alternative Fuels and the Future <i>Mr. Bennion and Robert Pitcher (ATA)</i>	



February 27

12:00 – 1:30 p.m.	Lunch (<i>On Your Own</i>)	
1:30	General Session Continues	<i>Grand Cypress D</i>
1:30 – 4:00 p.m.	What's New in IFTA <i>Lonette Turner, IFTA, Inc. CEO/CFO and Mrs. Meise</i> What's New in IRP <i>Tim Adams, IRP, Inc. CEO</i> Town Hall <i>Mr. Hood and Mr. Israel</i>	
4:00 – 5:00 p.m.	Jurisdiction Only Meeting	<i>Grand Cypress D</i>
	Moderated by <i>Mr. Nicholson and Mr. Madsen</i> Industry Advisory Committee Meeting <i>Sandy Johnson, Committee Chair, NorthStar Fleet Solutions</i>	<i>Cypress Salon BC</i>

February 28

9:00 – 10:30 a.m.	IFTA and IRP Join Audit Committee Meeting	<i>Broward Room</i>
10:30 a.m. – 5:00 p.m.	IFTA Audit Committee Meeting	<i>Everglade Room</i>
10:30 a.m. – 5:00 p.m.	IRP Audit Committee Meeting	<i>Broward Room</i>



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