

IFTA AUDIT COMMITTEE TELECONFERENCE
February 11, 2011

COMMITTEE MEMBERS:

AnnMarie Chamberlain
Dawn Lietz
Jeff Hood
Dan Young
Dave Nicholson
Tony Dewell
Debbie Meise

Fred Alleman
Gene Hall
Hoa Quach
Diana Kay
Bob Schwab
Audrey Martel

Absent: Fred

Opened with the joint IRP/IFTA Audit Committee meeting in Orlando.

Agenda:

Evaluations will go out next week. Mid-March the two committees need to get together via teleconference to discuss the evals. Evals will be sent to the committee's prior to the call to allow time to review.

What we did right/what do we want to include next year:

Presentation schedules were tight. We did not have to make adjustments to the agenda. Keep agenda and presentation times close to what we did this year.

Meals – Breakfast/Lunch was really effective. In Tempe, we can look to reduce costs by substituting the breakfast/lunch by utilizing the kiosk as much as possible. If the hotel requires additional catered meals, we may need to forego the kiosk and replace with beverage only services.

Icebreaker very successful. Hoa, Betsy, Jackie and Marc will work on next years.
(Adequate/Inadequate records.)

101/301/Managing for Compliance - Feedback:

From 301: Webinars – Would like to see presenters; would like the presentations prior to the webinar so they can make notes; would like timelines to show how much time the entire webinar would take; firewall/access issues; have a picture of the presenters in the corner of the screen.

Future webinars: Next one is on Sampling (Jeff and Thom); future – Analyzing the data; projecting errors; report writing; Arizona has volunteered to assist with material development. Include industry in the webinars as a natural discussion with the carrier based on the topic.

Look at adding a “quiz” at the end of the webinars along with a completion certificate to validate attendance.

Proposal to hold the first planning meeting on the 3rd Wednesday of March at 11:00 EST. (March 16)

Bulk Fuel is always a good topic of discussion;

Possible Breakouts:

GPS – Hands on Breakout. Have Industry provide data; jurisdictions incorporate into excel files; run through distance software.

CAWG – ITAC/RRWG etc are being incorporated into the recommendations. They will be meeting this weekend and look at ballot timelines for each program. Possibly look at an effective date for any ballot language as July 1, 2013.

IFTA will host any combined calls for these separate committees to meet and discuss language.

IFTA Audit Committee minutes:

Minutes from the Jan were read and approved by common consent. Joint meeting minutes are not available.

Review of the 2011 Workshop:

Dianna indicated that several in the Auditor 301 meeting would like to see Mark Byrne's presentation on industry average. Dave will contact Mark and see if he is willing to share or post on the IFTA Website.

Discussion to have an outdoor afternoon activity again in 2012. Problem would be parking.

Topics for suggestion:

- Auditor safety – general session
- APM/RRWG Discussion – Move to Auditor 301 (Perhaps change name Advanced Auditing techniques)
- Article 10 – Managing for Compliance (Perhaps change name with an emphasis toward Uniformity)
- Report writing
- Possibly hold the breakouts in a general session format with four separate but related topics in chronological order.
- Household Carriers
- Watch for page breaks on the agenda so everyone understands when the meeting is officially over.
- Possibly move the town hall to another timeslot.
- Possibly attorney section again.

- Possibly turn the breakout sessions into a “mock audit” and walk through all of the audit stages with an industry person.
- CVIEW/Clearinghouse/CVISN/Safersys demos
- GPS hands on demo.
- Fuel Evasion (Bulk/Dyed)
- Communication between IRP/IFTA when the audits are conducted by separate departments (possible breakout)
- Finding unreported distance (using fuel receipts)
- Biodiesel/Alternative Fuels/GDiesel – Fuels of the future – How will you audit it?
- Leasing Companies
- Joint Audits
- MPG Averages (Mark Byrne)

Evaluate the success of the critiques and then determine whether to go back to paper evaluations.

Webinars:

Dave Nicholson and Dan Young will work on the next webinars with Jeff and Dawn. Topics have not yet been determined. Possibly Sample Analysis (Distance/Fuel); Report Writing; Bulk Fuel; Review Process; Webinar on filing an IFTA Tax Return (Work with Agreement Procedures Committee –Cindy Arnold)

Certificates: Discussion on whether to have a test at the end of each webinar. General consensus – it will evolve over time.

Committee Roster and Roll-off Schedule:

Nobody rolls off this year. Dan, Gene, and Hoa roll off in Feb 2012. Dawn’s position becomes vacant on March 1st. Stacey Hammock is recommended for replacement from Wyoming. Gerald Jackson will be checking with her supervisor and will get back to the IFTA AC.

Dawn put a blurb in the IFTA News to request for volunteers.

Board Report must be submitted 3x per year and a current roll-off list must be provided.

Charter Review: The AC reviewed the current charter. It is agreed that the charter is good and does not need to be revised.

Non-Compliance Issues: Debbie will prepare a list of non-compliance findings if the committee would like to see them. Recommended to provide a current list to the AC and then we can look at the citable offenses as it compares to the changes coming forward from CAWG/RRWG/ITAC, etc.

Ballots would be required to move should/may from the Audit Manual to the Best Practices.

Dan has volunteered to take charge of a subcommittee that will review the audit manual in conjunction with CAWG/RRWG. Dave, Hoa, Audrey, Diana, and Gene will be participants of this subcommittee.

New Business:

New Board Liaisons: Kirk Davenport (TX); Debbie will send us the other Board Liaison via email.

Next Meeting is Tuesday, March 8, 2011 @11:30 ET