

**IFTA AUDIT COMMITTEE TELECONFERENCE**  
**March 08, 2011**

**COMMITTEE MEMBERS:**

Dawn Lietz, Chair, NV  
Jeff Hood, Vice Chair, IN  
Dan Young, MT  
Dave Nicholson, OK  
Tony Dewell, BC  
AnnMarie Chamberlain, Ex-Officio, MA

Gene Hall, VA  
Hoa Quach, AB  
Diana Kay, FL  
Bob Schwab, MO  
Audrey Martel, NH

**BOARD LIAISONS:**

Kirk Davenport, TX,  
Sheila Rowan, TN, absent

**IFTA INC. ADVISORS:**

Tammy Trinker  
Lonette Turner in place of Debbie Meise

Absent: Sheila Rowan and Debbie Meise

Other Attendees: None

AnnMarie thanks Gene Hall for his hard work as materials coordinator for the most recent audit workshop. Dawn added her thanks and Gene acknowledged all.

Introduce New Board Liaisons:

Welcome Kirk Davenport (TX) and Sheila Rowen (TN)

Dawn welcomed Kirk on board as New Board Liaison.

Review of February 11 Audit Committee meeting in Orlando

Changes: None  
Motion to approve Dan 1<sup>st</sup> and Dave 2<sup>nd</sup>

Countdown to 2012 Workshop – 9 ¾ months

Dawn is mentioning particular people that might be brought on board to assist with presenting at the next workshop. Planning committee call is next Wednesday March, 16, 2011

AnnMarie states that trip permits might be a good subject, Mark Byrne and Rick Larose might be good sources or presenters for trip permits. Mark for IRP and Rick for IFTA. Possible Webinar or Breakout.

AnnMarie volunteers to help on 101 but will not likely be able to attend the next workshop. Derrick Rumph and Bob Schwab have volunteered for auditor 101. Possibly find a third person to join the onsite presentation. For 301 Audrey and Diana are willing if they are able to attend

Managing for Compliance: "Governing Documents". CAWG and IFTA Audit Procedures Manual, Dave, Jeff, and others.

Joint Audit Planning Call is scheduled for Wednesday March 16<sup>th</sup> at 11:00 am ET and every 3<sup>rd</sup> Wednesday of the month thereafter.

## **Old Business**

Plan for 2012 Workshop

Presenters

Breakouts

Pocket Agenda Was this something that was useful should it be continued.

GPS breakout and Tools Hands on wireless connections might be needed for both.

Options for how to use this information.

Bad Report Writing examples.

Lack of Handouts was mentioned.

Send link by email to all handouts a week or so in advance.

## **Updates/Reports**

CAWG timeline and talk of consolidation

RRWG no meeting since Orlando next meeting is not yet set.

ITAC work continues focus on P600.

Stacey Hammock was ok'd by her jurisdiction it is being placed before the board.

## **New Business**

Subcommittee to review Audit Procedures Manual – Dan sent the participants the CAWG language in order to get things started. Focus on the must, shall, should concepts. Plan is to meet monthly if possible. Some degree of uniformity but differences can still take place. If we change something in procedures it has to be peer reviewable.

2011 Workshop Evaluation – Various discussions as to critique's and other topics shown above. Dawn asks everyone to read them and think about the input. Keep the evals in your thoughts as we move forward.

Future Webinars

AnnMarie was thanked by Dawn and the rest of the committee for her work as chair

Motion to adjourn Dan 1<sup>st</sup> and Dave. 2<sup>nd</sup>

Meeting adjourned at 12:39 ET

**Next Meeting is Tuesday, April 12, 2011 @ 11:30 ET**