

## **IFTA AUDIT COMMITTEE ANNUAL MEETING MINUTES**

**March 3, 2017**

**Houston, TX**

### **Jurisdiction Representatives:**

Dave Nicholson, Chair, OK

Jeff Hood, Ex-Officio, IN

Bob Gattinella, RI

Jimmy Tompkins, AL

Lynden Landholm, KS

Beth Duda, AZ

Helen Varcoe, Vice Chair, MT

Kelly Heaton, AR

Stacey Hammock, WY

Joel Foreman, NE

Kristie Zanis, NH

Marsha Douglas Roy, QC

### **Board Liaisons:**

Steve Nutter, VA

Joy Prenger, MO

Rick LaRose, CT

### **IFTA Inc., Advisors:**

Debbie Meise

**Roll Call:** Bob Gattinella absent.

We will approve the February 14, 2017 meeting minutes at the April meeting.

### **Audit Workshop:**

Everyone did a great job this year. We had a successful workshop with record number of attendees 214.

### **Discussion:**

Registration Meet and Greet: Went well, Jimmy, Marsha helped all afternoon. Others checked in and asked if more help was needed.

Registration Desk during workshop: It was stated that more members need to help IFTA at this desk. Lots of questions regarding the logistics of people moving between breakouts. Several ideas were talked about for next year. Have more members moving people between rooms, use color coding on paddles, identify each room better with larger signs, have more people at desk to help give direction. Overall feeling was IFTA was reluctant to let members know when they needed help.

Microphones – it was suggested to assign members times for being microphone runners. It is still the overall wishes to have microphones given to attendees rather than having one or two microphones that attendees need to walk up to and express their thoughts.

The scenarios: The material for these was very good, we did have a slow start with the participates engaging. Not all the scenarios were covered due to time. The planning committee knew that more scenarios were given than time to present.

Vendor Breakouts: First one was very difficult to hear, with all four vendors in one room. Separating two vendors out worked best for the next sessions. Next time we must look more closely at the room logistics. Two vendors very excited to participate. Visual aids gave advantage to those presentations.

Panel Discussions: Went well, one vendor technical aspects put most attendees in a cloud. Next time we need to make sure the speakers are aware of their audience for better understanding of topics.

Guidebook – worked great. Information not available until the actual workshop time for downloading. It was not helpful that Wi-Fi was not in the meeting areas for people to use to download the guide.

Name Tags – it was mentioned that the print on the tags was too small.

List of Registrants: It was requested that all the attendee information be put on this list not just their respective emails.

Outside Truck Presentation: Good presentation although hard to hear. May need to consider microphones and different location than in front of hotel where parking garage exited.

### **Ideas for next year's IFTA/IRP Workshop**

Discussions and input from each member.

Beth – More education and Industry service providers should do presentation on carriers for training.

Stacey – Breakouts for 101 was good but there was a time restraint. Past workshop “How to be a Presenter” was given. All the things you should not do while presenting was brought forth in a comical presentation. It was well received by the audience.

Kelly – EDL's issues should be a topic. Breakouts on the same day worked well. Auditor 101 needs more time.

Rick – Workshop was very well done, a great success. Younger/less experienced auditors need to attend, Industry should participate more with presentations. That will send a clear message of partnership. Keep the compliance base presentations.

Kristie – Scenarios work well. She gave her presentation to her staff before workshop for feedback.

Jimmy – Scenarios – How to handle real life issues when auditing.

Marsha – Learning a lot from the workshop. Mega Carriers may need to be a topic. Two of the vendors really did not get to the point of their presentations.

Lynden – 101 was good but need more time. Scenarios should be done again next year. Consensus of how to handle each, instead of 5 different ways. ELD logs should be a topic.

David – Scenarios from Industry and facilitate/present IFTA/IRP Education and Industry Vendor Education.

Jeff – Meeting went well, breakout sessions seem to have more value. Topics, Inadequate records how to handle, 4.0 or 20%, IFTA quantify and \$ value discussions. IRP AC ballots to expand knowledge. Annual reports to capture data like “IRP meeting went well” give highlights.

Helen – great meeting overall. Next year continue scenarios, breakouts, have industry more involved. Documentation, types of files electronic or paper, how to be compliant with new processes from PCRC.

Joel – Breakouts one day worked well. Indiana GPS presentation extended to include start to finish, conversion to useful information. These topics may be better in a general session than breakouts.

**2018 IFTA/IRP Workshop** – We have received a request from the Attorney Section Committee for us to have coinciding workshops. They would like to have audit do a presentation at their meeting and they would do a presentation at our meeting. Suggested topics discussed:

- Attorneys give a presentation on clear concise reports. Clark did a previous presentation at another workshop.
- Recordkeeping requirements – hearing documents.
- Decisions made during an appeal “How do they effect each jurisdiction”
- Discuss the word “evidence” as it is used for audit.

**Follow-up on Items from Last year:**

- Finish Best Practices Guide – Monica gave the committee an update. Target date for the committee review is end of April. Documents for appendixes will be welcomed.

- Ballot 3  
Effective January 1, 2017 Do we need any cleanup language? The ballot is just released, cleanup language should not be considered before 1 to 2 years.
- Webinars Ideas are to update Auditing 101 and 301. Penalty provisions of ballot, Audited/Reported MPG
- Industry Average Chart – should this be added into the Best Practices Guide in the future? Jurisdictions have spoken in the survey; the board needs to decide if the AC charter needs to be changed to charge this committee with the up keep of the chart.
- Any outstanding questions from the community – There are no outstanding questions from the community at this time.

### **Housekeeping:**

- Agenda's - We develop an agenda for each meeting. No one wants any changes.
- Conference calls will remain the 2<sup>nd</sup> Tuesday of each month @ 11:30 am Eastern Time. Debbie will calendar these calls for everyone's participation. The first call will be April 11<sup>th</sup>.
- Who will take notes on all conference calls - Lynden motioned to have members rotate in this task, Beth second, motion carried.
- After each conference call we will put together items for next agenda – try to send them in advance to the Chair and Vice Chair.

### **Audit Committee – Ex-Officio, Chair, Vice Chair**

David will move to Ex-Officio, Helen was asked if she would like to be the Chair, Kelly Motioned, Joel second, motion carried. Beth was asked to be the vice-chair, Beth is interested but needs to discuss this with her management before accepting. Motion was tabled for now. ***On March 10, 2017 by email, this AC unanimously voted to support Beth as our new Vice-Chair. On March 17,2017 Steve sent an email with Board Approval of Beth for the Vice-Chair position.***

### **New AC Committee Members**

Stacey will roll off of our committee, Thank You for all of your hard work and volunteerism. We appreciate all that you have done; an extra Thank you for taking the minutes at each of our meetings.

Western Region – Board request opening, Chairperson solicited region for volunteers. If no volunteers then take from jurisdiction vacated. We will work with IFTA and get out an announcement to solicited volunteers for these vacancies.

Canadian Region – this will also have a vacancy now that Helen is Chair.

**What do we want to accomplish this next year:**

Finalize the Best Practices Guide and have the board approve it.

Work on Webinars

Help as needed with PCRC processes for audits.

**Wrap up:**

Helen thanked the board liaisons for all their help and support. Steve will remain the lead for the liaisons.

In 2018 IFTA will pay for one person to attend one meeting. Annual, Board, Managers or Audit meetings. The board has approved this motion and the AC liaisons suggest the AC members ask their IFTA Commissioners to send this person to the audit workshop.

**Adjourn:**

Jimmy motioned for adjournment, Lynden second. We adjourned.