

**IFTA AUDIT COMMITTEE TELECONFERENCE
11:30 EST, June 14, 2011**

COMMITTEE MEMBERS:

Dawn Lietz, Chair, NV
AnnMarie Chamberlain, Ex-Officio, MA
Dave Nicholson, OK
Hoa Quach, AB
Bob Schwab, MO
Dan Young, MT

Jeff Hood, Vice-Chair, IN
Diana Kay, FL
Tony Dewell, BC
Gene Hall, VA
Stacey Hammock, WY

BOARD LIAISONS:

Kirk Davenport, TX
Sheila Rowen, TN

IFTA INC. ADVISORS:

Debbie Meise
Tammy Trinker

Absent: Dan Young, Jeff Hood

Review of Minutes from 05/10/2011 Audit Committee teleconference:

Changes: corrections were made to correctly identify attendees and those who were absent

Motion to approve: will be approved by email when the corrected minutes are sent out.

Review of May 18th Planning Call minutes:

The minutes were discussed.

Countdown to 2012 Workshop – 6 1/2 months:

Joint Audit Planning Call is scheduled for Wednesday June 15th at 11:00 am ET and every 3rd Wednesday of the month thereafter. Dawn will send updated minutes after the meeting.

Old Business:

Survey Monkey - Tim Adams (IRP Inc) sent out a survey through the Survey Monkey to identify topics of interest and specific information they would like for us to cover during the workshop. This information will assist us in planning the presentations and allotting adequate time for each session. Dawn has begun to analyze the survey and has identified the topics in order of preference by the respondents. She is also adding the 'goals' indicated by those who rated the category high or very high to assist in the development of each presentation.

Survey Monkey Preview Results - 72 responses received to date. Based on the responses, there doesn't appear to be a lot of "in-house" training for the Auditors in the jurisdictions.

Plan for 2012 Workshop:

Topics/Presenters

GPS – Hoa, Dave, Jeff and possibly Industry.

Report Writing – Debbie Hill, MO, Stacy Hammock and possibly Dan Young.

Auditor 101 – Bob Schwab, Derek Rumph, Rich Wagner & AnnMarie volunteered to assist with preparation.

Advanced Auditing Techniques (which will also include bulk fuel, Sampling & Projecting) – Diana Kay, Dawn Lietz

Breakouts – may include GPS, industry standard mpg, sampling and projecting.

Trip permits and household goods ranked the lowest on survey.

General Session – may include GPS

Debbie Meise suggested next year we consider presenting the progression from licensing to auditing for the next Workshop.

Vacancy in the NE Region – Dawn asked Debbie whether we have any volunteers from that Region. Debbie will send out an email establishing volunteer list.

Promotion of the Workshop – Dawn recommended that we continue to promote the workshop through the IFTA and IRP Newsletters. Discussed whether to make calls to individual jurisdictions again or not – consensus was to do both. Calls to jurisdictions can begin late August or early September. A draft of the preliminary Workshop Agenda can be emailed to them.

Updates/Reports

CAWG- The CAWG is reviewing the comments from the Pittsburgh IRP Annual Meeting and the ballot comments and will be making changes based on those recommendations. A new draft should be out by the end of next week.

RRWG - Dawn reported that she has informally heard the Board is sending the report back to the working group to develop a flow chart and clarify some areas that the Board was unclear on. Pat Platt has sent the information to Gary Frohlick and the working group is waiting to hear from Gary.

ITAC – Their recommendations are being forwarded to the IFTA AC for consideration and possible ballot language. A new Board charge was given but it will not affect audit.

Audit Manual Review – Dan Young was not present. However, he did indicate he intends to meet with the group some time next week, once the CAWG work is completed.

Future Webinars - was tabled.

New Business:

Status of Grants – Mike Dougherty said grants were approved, but award notifications have not been received yet. Dawn will pass on the information as she receives it.

Meeting adjourned at 12:32 pm EST Next Meeting is Tuesday, July 12, 2011 @11:30 EST.