

IFTA AUDIT COMMITTEE TELECONFERENCE
11:30 EST, August 9, 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
Kelley Achenbach, NH

BOARD LIAISONS:

Kirk Davenport, TX
Sheila Rowen, TN

IFTA INC. ADVISORS:

Debbie Meise
Tammy Trinker

Absent: Dawn, Dan, Kirk, Sheila, AnnMarie, Tony, Stacey and Gene.

Review of Audit Committee Teleconference minutes July 12, 2011:

Changes: None

Motion to approve: Bob Schwab Second: Diana Kay

Workshop General Session Format

Jeff reminded the committee that time for the Workshop is approaching quickly and for each of *us* to focus on our responsibilities.

Debbie indicated that they met with the hotel and arrangements have been made for four set ups in the large conference room. Because there is another meeting during the same time period, space is limited in the lobby for vendors to set up displays. There is room for no more than 5 vendors.

Jeff indicated that he has requested that PC Miler be in attendance and also mentioned that Pro Miles is always there.

Diana questioned if any vendors had been contacted as far as participation in the workshop. She also mentioned that Montana may be using a product called Team Mate.

There was a lot of discussion concerning the format of the Electronic Data topic in the General session.

Concerns:

- Volume Level;
- Migrating between stations;
- Stations will not conclude at the same time;
- Redundancy in material, questions and answers.

Suggested Format:

- Present to one large group;
- Show differences in systems;
- Show similarities;
- Go to "Real World" experiences:

Audit progression;
Geo Fencing;
Continuous pings;
Pings to mileage software.

There was also discussion on who should be contacted

See what type of exhibitors we want and ask them to come;

Work with the vendors ahead of time;

Need to get a list of possible vendors;

ITAC had a list of 14 vendors for their project, need to review that list and add any not listed;

Space is limited so they need to act quickly.

There is a Conference call scheduled for 8/10/2011 for GPS Presenters. Jeff will find out who is to be on that call.

Debbie indicated that she will not ask for changes to the rooms until after hearing final plans from the Planning Committee. Jeff indicated that we would need 5 more presenters if we go with the 4 presentations.

Old Business

Need IFTA volunteers for the Fraud Documentation session. Diana thought she had volunteered for that and not Future of Transportation. Kelley was asked to consider this topic.

Bob volunteered for the Future of Transportation.

Jeff is to get with IRP and Tim Adams to see who is helping from IRP.

Preliminary Packets are due August 29th.

Preliminary Agenda is due August 15th.

For printed material, the material is due by November 21st.

Power Point Presentations are due by December 19th.

It was suggested that we provide several notifications for attendees to print materials before arriving. These included:

IFTA News Letter;

IRP News Letter and

A pop up box when registering.

Promoting the Workshop

The chairs of each committee will send some kind of invitation.

Each of individually should contact auditors.

If we run something in the News Letter, someone will need to draft an article.

Status of Grants- No update.

CAWG - Contact with administrators and auditors continue. There have been teleconferences held.

RRWG- Still waiting a new charge.

ITAC- A sub Committee needs to write a white paper on vehicle tracking systems. Looking at systems like CVIEW, SAFER and more. How jurisdictions can use these systems.

APM- Conference call was held 8/8/2011 and committee members were assigned different sections. We have another call scheduled for 8/25/2011. Are hopes are to provide something back to the Audit Committee and maybe provide something at the Workshop.

Diana and Bob are on the P600 review committee. There is a conference call scheduled for 8/24/2011. Debbie was to send the most current version. Please note: this was received prior to the notes being completed.

Motion to adjourn: Bob Second: David