

**IFTA AUDIT COMMITTEE MEETING MINUTES**  
**October 10, 2017**

**Jurisdiction Representatives:**

Helen Varcoe, Chair, MT  
Bob Gattinella, RI  
Joel Foreman, NE  
Kristie Zanis, NH  
Betsy McCabe, NV

Beth Duda Vice Chair, AZ  
Kelly Heaton, AR  
Jimmy Tompkins, AL  
Marsha Douglas Roy, QC  
Bille Pierson, ID

**Board Liaisons:**

Steve Nutter, VA  
Joy Prenger, MO

**IFTA Inc., Advisors:**

Debbie Meise  
Tammy Trinker

**Roll Call:** Dave and Lynden were not on the call.

**Last Month's Meeting Minutes:** September 12, 2017 meeting minutes were approved without adjustments. Bob motioned to approve and Jimmy seconded.

**Updates:**

**IFTA/IRP Workshop** – Helen mentioned that they need a good electronic audit scenario so if anyone has one please send.

Beth said that the AZ enforcement will be doing a demonstration and bringing scales and a pick-up truck. AZ DOT may set up a booth.

There will be a workshop planning call next week.

**Joint Training Sessions** – IRP members will be Diana and Renee. IFTA members will be Jimmy and Lynden. A conference call will be schedule next week.

**Best Practices Guide** - Mr. Pitcher has submitted his comments on the content of the document. Helen and Monica will work on his comments and then send the update to the sub-committee. Helen thanked Bob for information that he worked on for the Appendices. Helen will be checking with Debbie on the formatting and hyperlinks.

**Industry Average Chart** – The chart will be sent out for committee member's review and then will be incorporated into the Appendices of the BPG.

**Adequate/Inadequate Chart** – Dave is finalizing the update. He will be presenting the chart at 2018 IFTA/IRP Audit Workshop and ASSC meeting

**Record Reviews** – Beth sent a draft with changes to update the consistency issues in the guideline and she added language to A260.300 about not allowing

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an audit of periods the previously had a records review. It is still being discussed and Beth will continue to work on the suggestions made by committee members.

**IFTA Education Forum** – Steve will give us an update at the next meeting,

**IFTA News** – Joy updated the committee on the PCRC program. The document designed for the reviews was sent out they are getting feedback and hoping to present to the board at the January meeting. They are also working to figure out what details they need from the clearinghouse for the review. Should help speed the process.

Michael Romeo from CT is the new board member replacing Rick LaRose.

**New Business:** No new business at this time.

**Adjournment:** Bob motioned to adjourn, seconded by Jimmy. Motion approved.