

IFTA AUDIT COMMITTEE Minutes
December 12, 2017

Jurisdiction Representatives:

Helen Varcoe, Chair, MT
Dave Nicholson, Ex-Officio, OK
Bob Gattinella, RI
Joel Foreman, NE
Kristie Zanis, NH
Betsy McCabe, NV

Beth Duda Vice Chair, AZ
Kelly Heaton, AR
Jimmy Tompkins, AL
Lynden Landholm, KS
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 Nicholson and Betsy McCabe were absent.
Joy represented the board and Tammy started the call.

Maria from IFTA Inc. will start the committee calls starting in February.

Approval of the November meeting minutes: Bob motioned to approve the minutes without change. Jimmy seconded. All attendees in favor, the motion carried.

Gift Cards: All committee members are in favor of a ten dollar donation for gift cards. Helen will collect our donations when we arrive at the workshop.

Updates:

IFTA/IRP Workshop – Members volunteered for:

- a. Meet and Greet: Beth and Helen invite us all to participate and take turns.
Bob volunteered
- b. Microphones: Bob, Lyndon, Kelly, Joel, Marsha and Beth,
- c. Help Desk: Bille, Christie, Joel

d. Events – Lunch, Dinners:

After discussions are made at the next planning meeting, Helen will give us more information about what is needed. Please inform Helen if you are interested in being a volunteer to guide attendees and answer any questions during and between events, lunch and dinner.

e. Breakouts – Guides

The planning committee is working on logistics to insure information is readily available both on internet and on signs to insure flow during the transition of the breakout sessions. Anyone not already occupied with the breakouts could be helpful as transition guides.

The following suggestions were also made:

- Introduce breakout facilitators before the breakout sessions.
- Facilitators should communicate instructions at the end of each breakout.
- Make a map to help identify areas and their purpose.

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Scenarios will be prepared before our next meeting. The facilitators will then be able to get together on calls during January to prepare for the workshop breakouts.

Joint Training Sessions Jimmy and Lynden gave an update. The subject outlines for power points are almost ready for the December 19th call. The subcommittee has set some deadlines. The deadline for power points is July 1st 2018. The deadline for live presentations is somewhere between September and October 2018. The “Auditor 101” power point has been updated. It will be recorded a week before the workshop and it will be presented at this year’s workshop.

Best Practices Guide - The guide will soon be sent for formatting and hyperlinks. It should be ready for next month’s board meeting for approval so it can be presented at this year’s workshop.

After discussion, it was decided that the Projection Document should not be included as an appendix to the guide. All jurisdictions already have a sampling or projection document based on their own requirements. However, the document will remain available to the community upon request.

Adequate/Inadequate Chart – Dave any updates?

Dave is finalizing the chart. It will be ready for the Best Practices Guide as well as for this year’s IFTA/IRP audit Workshop and the ASSC Meeting.

Record Reviews – Beth/Kelly/Dave updates to the draft.

The final draft has been distributed to the committee. Beth will present the idea of the potential Ballot at the Workshop in order to get feedback from the community.

The Ballot must be submitted by March to be included among the 2018 ballots.

Upcoming AC Vacancies – Bob from the Northeast and Jimmy from the Southeast have completed their six year term for the Audit committee. Helen and each of the committee members appreciate and thank them for their service.

Helen asked the committee members to reach out to help find volunteers for these areas. To apply, they must fill out the volunteer application.

New Business: Any new Business?

The committee members are interested in the arrival and departure itineraries for the each committee member. We will discuss this on the next call in January.

Beth informed us that there are two airports almost the same distance from Chandler, Phoenix-Mesa Gateway airport and the Phoenix Sky Harbor International airport. Each

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one is approximately thirty minutes away. The Shuttle is recommended, but a taxi may be cheaper if enough people are travelling together.

Bob motioned to adjourn the meeting. It was then seconded by Jimmy. Motion carried. The meeting adjourned.