

**IFTA AUDIT COMMITTEE TELECONFERENCE  
MAY 13, 2008**

**PARTICIPANTS:**

AnnMarie Chamberlain  
Mark Byrne  
Bobbie Keller  
Audrey Martel  
Charmin Tillman

Fred Alleman  
Gene Hall  
Tammy Trinker  
Bob Turner  
Dawn Lietz

**Absent:** Arthur Gumbs; Dan Young; Hoa Quach; Debbie Meise; Scott Bryer; Julian Fitzgerald

**Review of Minutes from April meeting:** Bobbie motioned the minutes be accepted as presented. Bob seconded the motion. All were in favor.

**Update Draft Audit Committee New Member Orientation Guide:** Audrey announced the guide is approved and posted on the IFTA website.

**Audit Workshop 2009**

**Update Planning Committee Conference Call:** General Session topics include...

- PA Fraud case – 30 minutes
- Team Building – 30 minutes
- IFTA Survey Results – 30 - 45 minutes
- History IFTA/IRP - 30 minutes
- What's New? – IFTA and IRP 30 minutes each
- Joint Audit Sub-Committee report - 30 minutes (AnnMarie is going to request the time be expanded to 90 minutes to discuss some of the considerations resulting from actual joint audit conducted by NE.) Discussion will include pre-audit preparations, travel coordination, GPS/Software adaptations and learning curves, etc.
- Auditor Safety - 60 minutes
- Clearinghouse updates - 30 minutes
- Closing: Presenter recognition at the end of workshop. Recommendation to have each person stand when name is called and certificates will be available in the back, rather than calling each presenter forward. Approved by common consent.

**Hodge Podge – Breakout Topics**

- Recommendation to combine Fuel Estimation/Mileage Adjustments/BIA Audits/Trip Permits into a single “Hodge Podge” breakout topic. Dawn volunteered to present for IFTA. Audrey will assist with material preparation. IRP will be asked to provide a presenter also. Audrey will check with Richard Wagner to see if he is interested.
  - Other Hodge Podge topics considered were 4.0/1.7 KPL adjustments, Decal reconciliation, Waiving Odometers, and Paperless records.

- GPS Industry Perspective and GPS Audit Perspective: Stated as two separate breakout topics with Sandy Johnson presenting for Industry and Hoa Quach for Audit. Discussion regarding need for two separate sessions entailed. AnnMarie will take recommendation back to planning committee to see about combining into a single session. Concern that two separate sessions will result in loss of interest by participants and/or information that is too technical to cover in a breakout.
  - If approved, another topic will need to be inserted into the breakout sessions. Send ideas/topics to AnnMarie via email prior to next Planning Committee meeting.
- A recommendation was made to add “Paperless Audits” as another breakout topic. AnnMarie will take recommendation to Planning Committee and will solicit presenters from WY, PA, ON, or VA with experience in conducting paperless audits.

#### **Presenters/Materials Preparers :**

- Audrey/Gene/Charmin has volunteered to be Materials Preparers.
- AnnMarie and Mark will be presenting the Auditor 101
- Chris Turnwall (IRP) and Joel Foreman (NE) will be presenting the Auditor 301 – additional presenters may include Gerald Jackson and the WY auditors.
- Other workshop presenters from IFTA are Dan & Dawn

#### **Other Workshop Items/Issues:**

- Town Hall meeting – A recommendation was made by some on the IFTA Audit Committee to eliminate the Town Hall meetings. IRP disagreed and felt it would be detrimental to Industry. IRP agreed to shorten the meeting time.
  - IFTA Audit Committee agreed to accept IRP’s recommendation to shorten the meeting time. Possibly reduce to 60 minutes.
  - Additionally, recommendations were made to make the meeting more structured by providing some specific “questions for discussion” resulting from the topics presented during the workshop or distributing paper to the participants to “solicit questions” that will then be asked by the moderator.
- Managing for Compliance:
  - A recommendation was made to add a Staff Development and Motivation segment to the Management for Compliance session.
- Auditor 101/301:
  - A recommendation was made to combine the afternoon portion of the Auditor 301 with the Managing for Compliance session.
    - Discussion regarding concerns was held.
      - Different audience (Managers vs Auditors)
      - Takes away from the Auditor’s hands-on opportunity
      - Add GPS or Electronic Working Papers to make the Auditor 301 more technical.

**Decal Reconciliation Survey:**

- AnnMarie sent the survey to the IFTA Audit Committee yesterday. She expressed her deep gratitude to Bobbie, Gene & Dan for their assistance. Most of the committee has not had the opportunity to review. Tabled until next meeting.

**IFTA Law Enforcement Best Practices:**

- No comments – Again, not reviewed by most members. Bob recommended we send it to our respective Law Enforcement Agencies for feedback since most of the information pertains to them. Tabled until next meeting.

**Other Business:**

- Ballot discussion by AnnMarie – Ballots do not affect audit. Brief discussion on #4 regarding the vintage/historical commercial vehicles. Most felt the ballot excluded vehicles that are being actively used for commercial activity.
- Survey of Commissioners Update – Rick LaRose sent an email to AnnMarie and indicated the survey is progressing but not complete. An update will be given once completed.
- IFTA APC – Best Practices: Audrey reminded everyone that Lonette has requested feedback by May 15<sup>th</sup>. It was recommended that anyone with comments, email them to the IFTA Audit Committee and submit to Lonette by Thursday.
- Motion was made by Bobbie at 9:27 to adjourn the meeting. Charmin seconded...all in favor.

Minutes are respectfully submitted by Dawn Lietz. The next teleconference is scheduled for **Tuesday, June 10 at 11:30am EST.**