

# IFTA Audit Committee Teleconference

Tuesday, October 14, 2008  
11:30 AM (ET)

## **Participants:**

AnnMarie Chamberlain  
Audrey Martel  
Dan Young  
Charmin Tillman  
Debbie Meise  
Mark Byrne  
Fred Alleman

Gene Hall  
Hoa Quach  
Dawn Lietz  
Tammy Trinker  
Bobbie Keller  
Scott Bryer  
Bob Turner

## **Review of last meeting minutes:**

Minutes from the teleconference meeting held on September 9, 2008 were accepted as written.

## **Audit Workshop 2009:**

*October Planning Committee Conference Call* – The deadline to send the presentations to Charmin Tillman ([ctillman@mstc.state.ms.us](mailto:ctillman@mstc.state.ms.us)) is October 31, 2008. Don't forget to tell her what information needs to be printed for handouts and what needs to be copied to CD. Also, please let Charmin know if your presentation can be posted to the IFTA website prior to the conference. Any equipment request need to be made at that time, as well. The presentations will then be submitted to Tammy Trinker by December 1, 2008.

Debbie stated that IFTA, Inc. would provide 1 laptop and 1 projector for the workshop. She further stated that for past Audit Workshops, IRP, Inc. was able to provide the remainder laptops and projectors needed. Tammy Trinker will get confirmation from Joelle Ward about the number of laptops and projectors that IRP, Inc. will be able to provide at the workshop.

Daily Critiques have been added to this year's Audit Workshop. This was done in an effort to get more critiques submitted with better information. Hopefully this will help in the planning of the 2010 workshop.

The preference for meeting days for the 2010 Audit Workshop is weekdays. Tammy is still working on selections for the site and hotel. She stated that she had sent request to hotels in FL, TX, CA and AZ. She has strong leads in San Antonio, TX and San Diego, CA.

**Tammy Trinker wants to remind everyone to make their hotel reservations now. You can always cancel the reservation later.**

*Progress Report on General and Breakout Sessions*

Auditor 101 (AnnMarie Chamberlain, Mark Byrne, and Gerald Jackson) – Presenters decided to use the same presentation from the 2008 Audit Workshop. AnnMarie is reviewing the script and asked Mark Byrne to review the PowerPoint presentation.

Managing for Compliance (Bill Cullen, Thom Rabaglia, Bobbie Keller, Dan Young, Dawn Lietz, and Audrey Martel) – Dawn will be presenting the audit review forms used in NV. She will also show how NV calculates a risk base when planning for an audit. Audrey will be contacting Chris Turnwall by email at [Chris.Turnwall@state.sd.us](mailto:Chris.Turnwall@state.sd.us) or by phone at (605) 367-5258.

Auditor 301 (Chris Turnwall, Joel Foreman, Carla Pape, and Thom Rabaglia) – No update was given.

Team Building – Debbie will be contacting Joelle Ward for an update.

History of IFTA and IRP – Rick LaRose and Gary Bennion are working on the History of IFTA. Rick will be presenting the jurisdictional side and Gary will present the industry side. Ken Carey and Joelle are working on the History of IRP. Joelle will make the presentation.

Auditor Safety – Tempe Police Department has confirmed that they will make the presentation. The time selected is fine for them. The presenter is subject to change.

Breakout Session #1 (Hoa Quach and Sandy Johnson) – Sandy will be presenting a mock presentation in Calgary on October 29, 2008. They will determine if any adjustments need to be made to the presentation at that time. If they can't make the deadline, they will be responsible for providing the materials at the workshop.

Breakout Session #2 (Gary, Gerald, Mark and Leroy Johnson) – Mark is completing the PowerPoint presentation and will let Gerald and Leroy review.

Breakout Session #3 (Dawn, Audrey, and Rich Wagner) – Dawn and Audrey have a plan in place for the breakout session. Rich is working on the scenarios for the session. Each table will be given a mock account. Presenters want to show how a jurisdiction handles adjustments can change the results and the affect it can have on other jurisdictions.

Breakout Session #4 (Vicki Hayden, Gene Hall, William Cullen and Drake) – Gene will contact Vicki about the breakout session. Drake is working on intrastate only vehicles.

IFTA Survey Update, Commissioners Survey (Rick) – AnnMarie spoke with Rick. He will have the presentation to Charmin by deadline.

PA Fraud Case – PA will be unable to attend the Audit Workshop. AnnMarie will be making the presentation. Charmin will send her a copy of the presentation.

Clearinghouse and Websites (Jason DeGraf, Tom King and Chris) – Jason and Tom are working on their presentation. They are excited to be making a presentation at the workshop. Debbie made assurances that the presentation would be submitted on time.

*Report from Charmin regarding receipt of materials from presenters – Charmin said that she had only received the PA Fraud Case.*

**Audit Committee Roll-Off List:**

AnnMarie had a Canadian volunteer. She sent the name to Scott and Bob to present to the Board. We still have no volunteer from the NE. Bobbie Keller will be retiring from state service December 2009. We need a volunteer for the mid-west, as well.

**Other Business:**

Audrey and Dawn were looking at the Audit Committee part of the IFTA website. They thought this may be another way to start communicating with each other. Each of us has a log in and password. The site is secure. AnnMarie said we would discuss this more at the January Audit Committee meeting in Tempe.

Audrey was wondering if we needed to submit an article for The IFTA Focus on the IFTA website. Debbie was unaware that the link was already available. She said that IFTA Inc. would make the decision each quarter about which committee would be focused. This quarter the Agreement Procedures Committee was focused. You can get to the link by going to IFTA News and then select the quarter under the heading The IFTA Focus. This will take you to the article.

**Next Audit Committee call will be November 11, 2008 at 11:30 AM eastern time.**