

**IFTA AUDIT COMMITTEE TELECONFERENCE  
DECEMBER 09, 2008**

**PARTICIPANTS:**

AnnMarie Chamberlain  
Dawn Lietz  
Mark Byrne  
Gene Hall  
Audrey Martel  
Bobbie Keller  
Scott Bryer

Dan Young  
Bob Turner  
Debbie Meise  
Tony Dewell  
Charmin Tillman  
Fred Alleman

Absent: Tammy Trinker; Hoa Quach

The minutes from the IFTA Audit Committee teleconference held on November 12, 2008 were accepted as written.

Special “thanks” was given to Charmin for coordinating all of the workshop materials. Well done Charmin! Thank you.

**Audit Workshop 2009**

- December Planning Committee Conference Call:
  - There will be no PowerPoint presentation for breakout #1.
  - Allen Cummings will be presenting breakout #4.
  - Materials were received for the PA Fraud case.
  - Chris Turnwall is still getting information from vendors for the Auditor 301.
  - There is also a new presenter for the Auditor 301. The presentation will be on Biofuels and different tax rates.
- Topics for Town Hall/Jurisdiction only session:
  - Thom Rabaglia suggested a discussion on Uniformity and feedback on the Auditor 301 session.
  - Rick LaRose indicated he has some topic ideas. AnnMarie will contact him to get the topics.

**Workshop 2010 Sites:**

Tammy is actively seeking the replacement location for the workshop and is actually conducting site visits this week to determine nearby amenities and condition of the sites. She is very happy about two of the locations she visited. Once she returns, negotiations will begin to establish a contract with one of the facilities. IFTA will negotiate the terms, dates, etc., and will notify everyone with the details as soon as the contract is in place.

**Other Business**

- Tempe departure times:
  - AnnMarie has requested that the committee members send her their departure times so she can prioritize the agenda for our annual audit committee meeting.

- Audit Committee Volunteers:
  - So far, AnnMarie has not received any volunteers for the vacancy in the Northeast Region. She has received three volunteers from other regions. A decision was made to wait until after the workshop to see if we are able to get someone from the Northeast to volunteer, otherwise, we may have to consider taking an additional representative from one of the other regions.
    - Volunteers are Dave Nicholson (OK); Robert Schwab (MO); and Diane Robichaud-Cormier (NB)
    - Another possible addition is Rich Wagner (KY)
  - The IFTA Audit Committee is responsible for maintaining a list of potential volunteers, so AnnMarie will begin sending out notices in the IFTA news.
- List of Topics for Discussion at annual Audit Committee Meeting:
  - AnnMarie has requested that the committee members compile a list of topics we need to address during the upcoming year. We will prioritize them during the annual meeting in January.
    - Possible topics include:
      - GPS
      - Audit Manual
      - A520 Standard Approach – Specifically number of months/quarters sampled.
      - Communication between Committees and Commissioners
    - Bob also recommended we set aside some time to work on some research that may be requested by the IFTA Board. He and Scott anticipate the Audit Committee will be asked to research a couple of items to come up with ways of remaining effective with existing or dwindling resources.
    - A lot of discussion was held on ways to communicate the importance of ballots to the IFTA Commissioners. Especially those ballots that affect audit.
  - Audit Committee Charter:
    - AnnMarie has asked each committee member to read and bring a copy of the committee charter to the January meeting.
  - Other items:
    - AnnMarie indicated Arthur has been approved to attend the workshop and has been invited to attend our Audit Committee meeting.

A motion was made and seconded to adjourn.

The next IFTA Audit Committee teleconference is scheduled for **Tuesday, February 10<sup>th</sup> at 11:30am eastern time.**