

IFTA AUDIT COMMITTEE TELECONFERENCE

October 13, 2009

Participants:

AnnMarie Chamberlain
Fred Alleman
Scott Bryer
Tony Dewell
Gene Hall
David Nicholson

Dan Young
Debbie Meise
Audrey Martel
Jeff Hood
Bob Schwab

Absent: Dawn Lietz, Bob Turner, Tammy Trinker, Charmin Tillman and Hoa Quach

There was no quorum last conference call. Minutes from August and September conference calls were motioned and seconded.

WORKSHOP AGENDA:

Gene asked if the latest Agenda had been sent out. Debbie thought it had been sent out October 1. She found and emailed the committee the Agenda dated October 9th. This was the Preliminary/Final Agenda and has not been presented to the Planning Committee. Do not share this with others. The Agenda Layout was reviewed and discussed making sure that all the bullets were included.

Jeff indicated that through conversations with Jay Starling, he would like to have a bullet in the Managing for Compliance section to discuss the IRP's CAWG. The committee discussed having the topic in both the Managing for Compliance and What's New in IRP. There was a concern about time to cover all the topics. Jeff also mentioned that discussion of possible ballot language in reference to CAWG changes may help increase attendance.

Jeff indicated that Jay would like feedback from the IFTA Audit Committee with comments/opinions of any proposed ballot language. The committee was in agreement to do so as this could follow through with changes for IFTA.

Debbie would like any changes to the Agenda soon. Once the workshop fees are approved by the Board (Oct 22 and 23) the final Agenda should be ready by October 26. She will try to remember to email the committee when the agenda is posted.

NEW COMMITTEE MEMBER:

David Nicholson was approved.

CONTACT LISTS:

We will wait until the Agenda is finalized to contact your assigned jurisdictions. The next conference call is scheduled for November 10th. You will need to contact the jurisdictions between October 26 and November 10th regarding the Workshop.

WEBINAR:

There is a question as to whether IRP, Inc. or IFTA, Inc. will continue spearheading the project. Joelle Ward, the contact person is no longer with IRP. Inc. AnnMarie indicated that she has the power point and script. She will find out more latter.

PROGRESS ON PRESENTATIONS:

Audrey asked if the presentation material due dates remained the same. Debbie indicated yes and emailed the list of due dates. AnnMarie was to find out who the coordinator is to send the material.

Debbie said she was sending Jeff/Bob the list from the IFTA Compliance reviews of non-compliance audit items.

Debbie also indicated that the Team Building exercise was up in the air due to IRP personnel changes.

AnnMarie and Debbie talked about equipment needs for the presentations. Depending on the cost of internet, it may be available. Presenters should be ready to move either way. There will be a laptop, projector and screen in each room. Dan and Gene indicated that they could use the internet. Jeff indicated that he would be using his laptop for his portion of the presentation. The committee was reminded to forward materials by due dates to make sure that it gets on the laptops for presentation. Attendees will be provided folders/notebooks with handouts, agendas and attendee lists. Folder/notebook materials are due by December 7th to the Materials Co-ordinator (Diane Robichaud –Cormier?). Includes Power Point plus handouts.

BALLOT #6:

As of the conference call, there were 9 for and 13 against with 2 undecided. The comment period closes October 23 and after the comment period closes there will be 3 options available to the committee. AnnMarie will let us know what those options are. If there are major changes, the ballot will go back out for comments. The major hang-up is the words shall versus should. Dan reminded us that the language mirrored the IRP's current language. Debbie would like a decision from the committee within a week of the close of the comment period. AnnMarie indicated that we need to email our decisions about the ballot to her by 3:00 Eastern Time on October 28. AnnMarie would like each of us to contact the jurisdictions on our lists and encourage them to comment about ballot #6 as well as the other ballots.

A500:

Tabled by AnnMarie

NEW BUSINESS:

AnnMarie asked that we take a look at the Workshop Welcome letter and the Audit Committee Report and provide any comments. She will be presenting the Committee

Report to the Board on October 23, so she needs any comments no later than Monday October 19.

Motion and seconded for adjournment.