

IFTA Audit Committee Minutes

February 5, 2010

Present:

AnnMarie Chamberlain

Bob Schwab

Jeff Hood

Dave Nicholson

Dawn Lietz

Audrey Martel

Gene Hall

Dan Young

Debbie Meise

Review/Approve minutes from the last teleconference: Dave/Dan accept as reported. Approved by common consent.

Review of 2010 Workshop/Roundtable/Critique Forms: Overall good. Many attendees would like to see topics expanded upon to give more in-depth knowledge in lieu of general information.

Plan for 2011 in Orlando:

Topics –

Breakouts- Discussion about GPS focus. If breakouts are in the afternoon, they will need to be interactive.

- Possibly (Rich Wagner) will be able to bring an ECM reader for hands on experience.
- Debbie recommends the breakout sessions be devoted to GPS focus to allow for more in-depth discussion and hands-on.
- Jeff recommended contacting each of the jurisdictions to get some of the relevant topics regions would like to see presented.
- Smart phone technology. Expand on the reporting elements and capabilities.

General Sessions-

- CAWG; (Possibly General Overview and primary focus in Managing for Compliance)
- Attorney Session;
- Report Writing – What's required;
- Random v Representative Sampling;
- PRISM; CVISN; CVIEW; NLETS; Websites
- Best Practices;
- Team Building/Ice Breaker; (Random Sampling)
- Electronic Program Compliance Review

Bob has volunteered to be mentored in the Auditor 101 session to “carry the torch” for the IFTA Audit Committee.

Materials coordinator will be Gene Hall.

Dawn suggested moving some of the more relevant workshop materials into an “auditor training” folder for jurisdictions to use as new auditor training.

Each committee member should contact their regional contacts to get some ideas regarding “specifics” that jurisdictions would like to see topics cover at the next workshop. We will use their responses to identify the consensus topics.

Combined Meeting with IRP:

Review of 2010 Workshop-

Highs/Lows: Overall appeared to be very good. Team Building/Ice Breaker was not as well received.

Gerald reported that John from TX indicated agenda is key to get people involved. Great to involve the jurisdiction hosting....he recommended we involve the jurisdiction to see if they would like to participate in some of the activities to allow greater attendance.

A look ahead – 2011 Workshop in Orlando

FL will be contacted to see if some of their companies would be willing to provide hands-on “demo”.

Suggestion to move the General Session to Day 1 with Breakouts and then have the Auditor 101, 301, Managing for Compliance move to a 2nd day or shorten and have an opening General Session.

- Consider consolidating some of the information and presenting to all three groups with breaking down of the groups occurring later in the day.
- Perhaps consider moving more of the Auditor 101 to Webinar formats.

Hotel contract requires us to release any rooms we will not be using, no later than 6 months before the conference.

Look at various grant opportunities to see if funding can be secured for future workshops.

Webinar Discussion

Current Webinar: AT&T limited the number of attendees. This will be fixed in the future. Overall, the Webinar received very high reviews. The next one will be recorded and saved on the IFTA and IRP Websites.

Future Webinars: Establish CPE credit for attendees.

- Ethics
- Closing conferences
- Sampling (In-depth)
- Projections (In-depth)
- GPS
- Report Writing (Requirements)

Suggested a “sub-committee” to work on the development of Webinars. Possibly Thom/Rick/Dawn/Jeff

Timeframe for Webinars: IRP has budgeted for several Webinars over this next year. Consensus was leave up to the ‘planning group’ to decide how frequently.

Get together a preliminary list of “dates/times” for breaks, lunches, etc. to establish the preliminary agenda for our planning calls. Several critique comments suggested breaks were too long. There was a recommendation to move them to 15 minutes. Thom recommended we do not overreact to some of the break comments to take away any of the networking opportunities provided during the breaks. Overall, the timelines established for this workshop were reasonable by setting blocks of time for multiple topics in lieu of established timelines for each topic.

Continuation of IFTA Audit Committee Meeting:

Review of Combined Meeting with IRP:

2011 Workshop: IRP will continue to host the monthly Joint Audit Conference calls. Gene will remain the Materials Coordinator for both committees.

Add a place to indicate Administrator/Auditor/Industry/Years of experience, etc. to registration form.

Committee Roster/Roll-off Schedule Review: AnnMarie will contact Hoa and Charmin to confirm whether they intend to remain on the committee for another 2-year commitment.

Charter Review: Change the date of term from February 1 – January 31 to March 1 – February 28 (29).

IFTA Audit Committee conference calls will remain the 2nd Tues of each month (11:30 ET)

Non-Compliance Issues: Debbie recommended we use the non-compliance issues to assist in reevaluating the Audit Manual to remove some of the “shall” language on some of the non-essential requirements. IE: signatures, who attended the closing conference. Debbie will post on the message board and the committee will look it over and make recommendations.

Future Committee Meetings: We will be discussing how we hold our future committee meetings during upcoming teleconferences. We may move away from the whole “day after” meeting to a couple of shorter meetings during the workshop.

HOMEWORK NOTE: AnnMarie has asked that all committee members review audit sections K – M Compliance Review schedules and A-500 before our next conference call. We will be discussing this at the March meeting.

Meeting adjourned at 3:55 PM