

**IFTA Audit Committee Teleconference
Meeting
January 7, 2012**

Committee Members:

Dawn Lietz, Chair, NV
AnnMarie Chamberlain, Ex-Officio, MA
Dave Nicholson, OK
Gene Hall, VA
Stacey Hammock, WY
Kelley Achenbach, NH

Jeff Hood, Vice-Chair, IN
Diana Kay, FL
Tony Dewell, BC
Bob Schwab, MO
Dan Young, MT

Board Liaisons:

Sheila Rowen, TN
Ric Listella, OR

IFTA Inc. Advisors:

Tammy Trinker

Absent:

Sheila and Ric.

Meeting came to order.

A discussion of the joint audit committee teleconference

Hosting of the joint audit committee planning calls will be done by IRP. Dawn will discuss the planning calls with Drake Israel, the new Chair of the IRP audit committee, to determine an appropriate start time and schedule for joint planning calls. It was noted that the having them on their own day and after both the IFTA and IRP audit committee conference calls seemed to work well. Concensus was that the 3rd Wednesday of the month was a good choice.

Discussion of the conference issues and performance.

It was felt that overall the conference went well but that it may be time to change the focus of the conference and to maybe move the examples from basic to complex through auditor 101 and advanced auditing techniques.

First time attendance was way up and constituted about 1/3 of all attendees was seen as a very positive sign.

As stated in the joint audit committee meetings the workshop came to a rather awkward conclusion when there was not a full attendee meeting at the end. Everyone just kind of dissipated.

Discussion of new membership for the IFTA audit committee vacancies.

Individuals who had volunteered are on a list. It will be examined to determine who is available. It is important to make sure that they know the responsibility of the job and that being a presenter is an expectation.

Also we need to remember that we can bring volunteers in from outside of the committee to become presenters.

Outgoing members Gene Hall and Dan Young were thanked for their efforts on behalf of the IFTA community.

Proposed changes to the Audit Manual were discussed.

Dave Nicholson discussed an overview of the document looking for any major issues that might need to be addressed. Organization of the document was made to keep auditor issues in one section, jurisdictional issues in one section

Also “must, shall, or will” specifies a requirement where conformance is expected. It is important that these words carry over to the other authoritative documents.

It was suggested that a comparison of current peer review procedures to the proposed Audit Manual language be conducted to make sure there are not contradictions.

The question was asked if the document will be voted on as a whole or in individual pieces. It was determined that voting on the document as a whole was preferred.

Break for Lunch

After lunch an in depth discussion of P600 from the procedures manual was held. This was done to prepare for a response to a Board charge. Changes were made. Dawn will finalize them and present them to the Board by the January 15, 2012 deadline.

Meeting adjourned.