

IFTA Audit Committee Meeting Minutes
December 10, 2013, 11:30 am
Dial in #: (866) 906-7447 Conference ID: 9179391#

Jurisdiction Representatives:

Jeff Hood, IFTA Chair IN	Dave Nicholson, IFTA V-Chair, OK
Dawn Lietz, NV	Maxime Dubuc, QE
Bob Gattinella, RI	Robert Schwab, MO
Diana Kay, FL	Helen Varcoe, MT
Jimmy Tompkins, AL	Kristie Zanis, NH
Sandy Johnson, North Star Fleet	

Not in attendance:

Don Williams, ID	Stacey Hammock, WY
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Board Liaison

Scott Greenawalt, OK

IFTA Representatives:

Debbie Meise
Tammy Trinker

Guest:

Mark Howshar, WY

Meeting minutes recorded by Monica Halstead (IN)

Action Items:

1. All presenters should email a rough draft of the presentations to Jeff by **December 17**. The presentations will be reviewed at the IFTA/IRP workshop planning call on December 18.
2. The registration packets for the workshop should be posted on the IFTA website this afternoon.
3. Tammy will email the Committee members with reimbursement details and the registration packet.
4. Diana Kay will check on the status of the Auditor Safety presentation.
5. Presenters should email Jeff and Dave to verify whether they will be able to attend the Presenters meeting on February 24 at 5 pm.
6. Dave and Dawn will find an alternative date for one of the January ICAWG conference calls to enable IFTA Audit Committee members to participate.
7. Audit Committee members should email Jeff and Dave with ideas for 2014 to be included on the IFTA Audit Committee meeting on February 28.

Workshop Discussion:

Workshop travel and lodging update

Tammy reported that the registration packet will be posted on the IFTA, Inc. website this afternoon. CB Travel can look up flights and they will forward the information to IFTA, Inc. for approval. These requests are almost always approved. Reasons for denial general involve flight times or price. IFTA, Inc. expects participants to attend the entire workshop, including the IFTA Audit Committee meeting on the last day. The workshop formally ends at 5 pm on February 28.

Diana asked if mileage reimbursement was possible for those not flying. The reimbursement is available up to the cost of round-trip airfare for the same trip.

According to Debbie, IFTA Audit Committee members can be reimbursed for:

- Two days per diem
- Two nights lodging
- Airfare
- Round trip mileage between the hotel and the airport in Florida or shuttle fees with a receipt
- Round trip mileage between home and the airport
- Airport parking fees
- One piece of luggage

Tammy will send an email to Audit Committee members with reimbursement details. Committee member should make their agencies aware that they will have hotel and registration fee expenses. Debbie reminded the Committee members to secure travel authorization from their agencies before making travel plans. Tammy stated that the hotel's 24-hour cancellation policy allows participants to reserve rooms now and cancel if a problem arises.

A meeting room has been arranged at no charge for ICAWG from 4:30-8 pm on February 25th.

Other business:

Meeting minutes

Bob Schwab moved that the November meeting minutes be approved. Diana Kay seconded the motion. The November meeting minutes were approved with a change requested by Mark Howshar.

Workshop Discussion

Jeff opened the floor for workshop presentation discussion.

Diana will check with Mr. Helton on the status of the auditor safety presentation.

Mark Howshar stated that, according to Michelle, budget limitations would prevent Anthony Fidalgo (CA) from attending the Workshop. Mark Walker will step in to help with the presentation.

According to Debbie, the Managing for Compliance presentation group has a conference call scheduled for 1 pm EST on Friday. Ken, Betsy, Chester and Debbie will engage in the call. Dave, Drake and Jeff may participate.

Jeff expressed the desire to have the rough drafts in hand by December 17. He would like to present them for discussion at the Workshop Planning Committee conference call on the 18th. He would like screen shots, outlines or other rough draft materials. Presentation feedback will be provided to the groups. The next Workshop Planning Committee call may be long.

A headcount is needed for the presenters' meeting at 5 pm on February 24. Dave feels that attendance at this meeting is important. Mark tentatively confirmed that he and Stacey will be in attendance. Bob will be there. All presenters should email Jeff and cc Dave to confirm their attendance at the presenters' meeting or explain that they will not attend. If IFTA presenters cannot attend, please advise Jeff and Dave as soon as possible, so the attendance of their IRP counterparts can be verified.

ICAWG Update-Dave Nicholson

The IFTA Procedures Manual is almost finished. An update on the IFTA Audit Manual was sent to Committee members.

Dave emphasized the importance of IFTA Audit Committee members' participation in the discussion from the audience. The idea of an informal conference call was broached. Dave stated that there are two conference calls scheduled in January. Would it be possible for the IFTA Audit Committee members to participate? Currently, the ICAWG conference call is held on the 3rd Tuesday of each month. Since Tuesday meetings are not possible for all Committee members, an alternative date for one of the meetings will be investigated by Dave and Dawn. Debbie reminded the group that the IFTA Board meeting is scheduled for January 28 – 30, so the ICAWG call should not be scheduled during that time. In addition, Debbie advised the group that she will be out of the office during the weeks of February 3 and 17. The meeting schedules of the other committees should be considered. Jeff suggested that the January IFTA Audit Committee call could be extended to include this discussion.

2014 new business

Jeff suggested that, while progress on the Workshop must continue, it is time to look to Audit Committee activities in 2014. He would like input from the Committee members about topics in need of attention.

- The 2015 IFTA IRP Audit Workshop Planning will occupy Committee members' attention.
- ICAWG activities will continue through September or October.
- Is it time to update the IFTA Best Practices Audit Guide? Jeff attached a copy of this guide to the meeting email. This document was last updated in 2006. While the ICAWG activities will have to be resolved before action is taken on the Best Practices Audit Guide, study of the Guide can begin now.
- IFTA departed from the webinar partnership with IRP. Should this decision be revisited?

Wrap-up

Debbie reiterated the need for IFTA Audit Committee Members to attend the IFTA Audit Committee Meeting starting at 9 am on February 28. Since this is the only face to face meeting of the Audit Committee for the year, valuable exchanges should take place. IFTA pays for the Audit Committee members' travel to the workshop specifically to facilitate this meeting. The meeting is scheduled to conclude at 5 pm. IFTA, Inc. requests that Audit Committee members not make travel plans before mid-afternoon. The airfare request will be denied if the departure is too early. Jeff mentioned that IRP sent an email clarifying that meetings are scheduled from 5 pm on February 24 to 5 pm on February 28, to include both the presenters meeting and the Audit Committee meetings.

The IFTA and IRP Audit Committees will meet together in the morning to review the workshop and identify items in need of more discussion. The committees will then convene in separate meetings.

Agenda items are needed for the IFTA Audit Committee meeting. Plans for 2014 should begin at this meeting. Please email Jeff or Dave with ideas.

Debbie reminded Jeff that the IFTA Board Report is due on January 10, 2014.

Jeff announced that, as he rolls off the IRP Audit Committee in 2014, Tom Sullivan (IN) will replace him.

Scott Greenawalt phases out as Board Liaison at the end of this year. He congratulated the Audit Committee on the progress and result they have achieved and thank the Committee for their hard work.

Jeff expressed appreciation for the time and insight Scott has provided. The participation of the Board Liaison helps to assure the Audit Committee and Board are not working at cross-purposes.

Bob Schwab moved that the meeting be adjourned. Diana Kay seconded the motion and the meeting was adjourned at 12:15