

IFTA Audit Committee Meeting Minutes

September 9, 2014, 11:00 am

Dial in #: (866) 906-7447

Conference ID: 9179391#

Jurisdiction Representatives:

Jeff Hood, IFTA Chair IN

Dave Nicholson, IFTA V-Chair, OK

Dawn Lietz, Ex-Officio, NV

Maxime Dubuc, QE

Bob Gattinella, RI

Stacey Hammock, WY

Diana Kay, FL

Robert Schwab, MO

Jimmy Tompkins, AL

Helen Varcoe, MT

Don Williams, ID

Kristie Zanis, NH

Board Liaison

IFTA Representative:

Notes taken by:

Steve Nutter, VA

Debbie Meise

Monica Halstead, IN

Joy Prenger, Mo

Action Items:

1. Audit Committee members should look at the white papers to determine whether they represent the ballot intent.
2. Jeff will contact the industry advisory committees to get vocal volunteers for the workshop.
3. The Committee should assign somebody to write something for the October IFTA News.

Roll Call

Ballot Discussion

The ballot 3-2014 was presented at Conference

The issues discussed were:

- Penalty
- Sampling
- Inadequate Records

After the conference, the committee agreed to make some changes. ICAWG is drafting white papers to explain the ballot topics and changes.

During and after the first open ballot, members talk about changes that have been agreed upon.

What happens next?

The changes must be finalized. The Audit Committee should meet to review the changes.

The white papers will be distributed during the week of September 22.

The draft language will be compiled.

Debbie needs the draft by September 29.

A 45-day comment period will start when the ballot draft is distributed.

When the ballot comes back to the committee, a vote can be held to put it out for an additional comment period.

Dave suggests that everyone look at the white papers to determine whether they represent the ballot intent.

Debbie missed the ICAWG conference call. Dave thinks the next one is on September 15th. Debbie will send an invitation.

Audit Workshop Discussion

The next audit workshop call is on Wednesday, September 17. Can it be moved to the 24th?

Debbie will send out this change.

The Audit Committee should look at workshop scenarios that were distributed and generate ideas.

The scenarios will be in four breakouts with four leaders in each breakout. In each breakout, leaders should represent IFTA, IRP, and industry. The fourth leader can be pulled from any group.

The groups will be broken down to include participants with different levels and types of experience.

The general sessions will cover general topics and the breakout sessions will cover specific audit information.

Subtopics will be allotted different amounts of time. Manual and electronic records and internal controls should be included. The suggested scenarios are just ideas. They will need to be pared down to complete the activities in one and a half days. All agree that data entry should be avoided in the examples. The success of the breakouts will depend on good leadership from the four individuals guiding the sessions.

Dave suggests that everyone look at the presented scenarios and offer suggestions. Bob thinks that the first scenario is too involved for less experienced attendees.

No breakout preparation has begun. Bob and Stacey volunteered to help with the workshop preparations.

Bob wonders if more industry involvement is desirable. Industry involvement is helpful if the members actually participate, but many times they do not. It is critical to have a lot of input. Jeff will contact the industry advisory committees to get vocal volunteers.

Is the expectation that the workshop will be focused on numbers or approaches? The goal is to have the attendees develop approaches from the numbers provided. The organizational attempt is to find common scenarios and discuss methods of handling the information, not number crunching. The exchange of information should be promoted by giving attendees situations to think about.

All four rooms will have identical situations. We will see if they develop similar solutions. While the hands-on approach is the goal, this depends on the audience. At the last workshop, the presenters tried to engage the audience, but the participation was not there. At the next conference, we need to emphasize

the importance of audience input. Debbie suggests marketing the meeting as a training workshop by publishing articles in the IFTA News and similar publications with blurbs about the different sessions to increase the interest. The IFTA News deadline is the 10th of every month. IFTA can send the article to IRP to include in their publication.

The Committee should assign somebody to write something for the October IFTA News. Articles are due by the 10th. The publication is out on the 15th.

Debbie stated that the October call falls on the first day of the Managers and Law Enforcement Conference. The call should be moved to the 7th or the 21st. This will also affect the Workshop Planning call. The workshop call should be moved to the 22nd and the Audit Committee call to the 21st.

Wrap up

Jimmy moved that the meeting be adjourned. Stacey seconded.

The meeting was adjourned at 11:56.