

IFTA AUDIT COMMITTEE TELECONFERENCE MINUTES
November 10, 2015 at 11:30 EST

Jurisdiction Representatives:

Dave Nicholson, Chair, OK
Jeff Hood, Ex-Officio, IN
Bob Gattinella, RI
Diana Kay, FL
Jimmy Tompkins, AL
Beth Duda, AZ

Helen Varcoe, MT
Maxime Dubuc, QC
Stacey Hammock, WY
Joel Foreman, NE
Kristie Zanis, NH
Lynden Landholm, KS

Board Liaisons:

Steve Nutter, VA
Joy Prenger, MO

IFTA Inc. Advisors:

Debbie Meise
Lonette Turner

Roll Call: Joy Prenger was absent.

Approval of October 13, 2015 meeting minutes; Bob motioned and Helen second, motion carried, minutes pass.

Audit Workshop

Tammy discussed travel for the workshop. She also sent out a memo to all the committee members regarding travel November 6, 2015. The audit committee meeting is scheduled until 2 p.m. that Friday. All flights need to be scheduled accordingly. IFTA will be looking at the times of the flights to make sure everyone will make the meeting requirement. Per the Feds, the continental breakfast will get taken out of the per diem rate. IFTA will cover the Friday night stay if travel won't allow someone to leave that day. They will look at it on a case by case basis. They are paying for the entire trip.

The registration packet is now on the website. Dave reminded everyone to get their travel request into their jurisdiction and then get that to Tammy before other arrangements are made.

A question was asked regarding the travel agency recognizing Southwest airlines. Tammy explained they might have to look up the airfare through Southwest and then contact CB Travel directly.

Old business:

Ballot 3 vote update

As of November 9, 2015 the votes are 36 Yes and 2 No. New Brunswick and Oregon have voted no. New Jersey's vote will be a no because they can't vote. Only the commissioners are able to see the voting status.

Ballot 4 January webinar

The commissioners, assistant commissioners and audit contacts have been notified via e-mail of a Webinar in January seeking input from the IFTA community. Dave will follow up in December. This will be a very short presentation of language and then it will be open up for suggestions. Dave is also trying to get an audit count. Debbie was working on it. He will follow-up with an e-mail to Tammy.

2016 Workshop

The draft agenda is on the IFTA website.

A third party vendor (JJ Keller) has been contacted and is working on providing the information and records for a company that has an electronic and manual record keeping system. That should be available this month. This information will include source documentation, recaps and other documentation that would be used in an audit. There will be three vehicles in each one. The planning committee will go through it and put in exceptions. The actual presentations can be worked on in December.

The Ice Breaker was discussed in detail. The BINGO card concept will be used as in past workshops. Some ideas suggested were jurisdiction's moto and asking questions that tie back to our theme. Diana and Stacey will provide Dave with past years BINGO cards for ideas. Everyone agreed to give \$10 each to go towards gift cards for prizes. A scavenger hunt was discussed and decided it didn't involve enough networking for it to be beneficial.

The planning committee agreed to the meet and greet at the registration table for all committee members that will be available. They also liked the idea of prearranging the breakout rooms with number of years auditing, industry, 1st time attendee, joint shop vs one or the other, etc. Color dots or something similar could be added to their name badge. Dave will get something to Tammy to get these questions added to the registration form.

It was asked if the presenters will be introduced and years of experience mentioned. There will not be a bio on the presenters as there was when everything was paper. Tammy suggested a PowerPoint before the presentations so we can remain paperless. It will be discussed on the next planning call.

There will be a presenters meeting Monday, February 8th from 5-7 p.m. The Audit Committee dinner is still a go as in years past. Dave will get with Rich or Dawn regarding the Autonomous Vehicle presentation.

Dave mentioned we might need to have conference calls more often than once a month to rehearse the presentations. December and January will give time for previews and time to get familiar with the information and documents.

Dave appreciates everyone's hard work.

Bob motioned the meeting be adjourned. Diana second. Motion carried.