

IFTA AUDIT COMMITTEE TELECONFERENCE MINTUES
December 8, 2015

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 Dubec, 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
Tammy Trinker

Roll Call: Dave Nicholson, Helen Varcoe, Steve Nutter and Joy Prenger were absent.

Jeff ran the call. Approval of November 10, 2015 meeting minutes; Bob motioned to approve and Lynden second, motion carried, minutes pass.

Travel for Audit Workshop:

Everyone needs to register on-line and submit their travel approval. Hotel reservations have been made. Tammy will send an Excel spreadsheet with everyone's confirmation numbers.

The IRP meeting will end at noon on Friday but the IFTA meeting is still scheduled to end at 2 p.m.

Audit Workshop:

The draft agenda is now on the IFTA Website.

The draft agenda was discussed in detail by section. Jeff sent out an e-mail with some documents to get familiar with the information. Chester and Anthony created the script. They will create the presentations and the presenters will use them as a guideline during each breakout. The presenters have not been assigned yet. All breakouts should move along at the same pace and time. The assignments will be figured out during next week's planning call.

A lot of the information is being provided by JJ Keller. They will have electronic and manual record keeping systems for three trucks. This includes source documentation, recaps and other documentation that would be used in an audit. Errors will be created after all the information has been received. Those errors will be discussed in each breakout.

Joel and Heidi will wait to get the source documents before working on the audit plan section.

Finalizing adjustments needs a materials creator from IFTA. The wrap-up will be done by Dave, Helen, Drake and Anthony. Kristi and Stacey volunteered to help Renee and Matt.

The next planning committee call is December 16th. They will review the materials from JJ Keller and make any needed adjustments. The final agenda will need to be completed.

The final agenda is due January 6th.

Any printed materials are due January 11th. Another call may be needed to determine the documents needed. The attendees will need to bring the information with them as only small portions of documents will be provided.

A call is scheduled for January 20th. All presenters may be invited to go through the final plans and expectations.

Final presentations are due February 1st. This includes the information that is not part of the case studies.

A list of arrival times will be provided so that a committee member can be at the check-in table to welcome attendees and hangout for a little bit.

The Icebreaker was discussed. Stacey shared information that her, Betsy and Michaela had been working on. She asked for input regarding the state flags and a scavenger hunt. Debbie suggested a call be setup between Stacey, Betsy and herself to discuss ideas. She thought it should be a surprise to everyone else.

Old business:

An e-mail was sent to the commissioners, assistant commissioners and audit contacts seeking their input regarding a webinar in January on ballot 4. Debbie mentioned nothing has been decided.

The proposed ballot and ballot 3 that was passed will be discussed at the workshop.

Debbie is concerned with the deadlines and getting the information submitted on time. Everyone needs to focus and get it accomplished. All travel needs to be submitted and booked though CB Travel online. She will e-mail Dave regarding the webinar and go over ballot that passed. Debbie and Ken talked about peer reviews.

Jeff had to leave towards the end and Debbie finished the call. Meeting adjourned.