

**IFTA AUDIT COMMITTEE MINUTES**  
**December 11, 2018**

**Jurisdiction Representatives:**

Helen Varcoe, Chair, MT  
Dave Nicholson, Ex-Officio, OK (absent)  
Joel Foreman, NE  
Kristie Zanis, NH  
Betsy McCabe, NV (absent)  
Rayna Ware, TN (absent)

Beth Duda-Rel, Vice Chair, AZ  
Kelly Heaton, AR  
Lynden Landholm, KS  
Marsha Douglas Roy, QC  
Bille Pierson, ID  
Jesse Taylor, MD (absent)

**Board Liaisons:**

L Michael Romeo, CT  
Mark Byrne, NE (absent)

**IFTA Inc., Advisors:**

Debbie Meise (absent)  
Maria Coronado

**Volunteer to take minutes – Lynden**

**Roll Call: Those not on the call noted above.**

**Approval:** Minutes were approved from the November 13, 2018 meeting without any changes noted. Kelly made the motion to approve while Marsha made the second.

**Updates:**

**IFTA/IRP Workshop** – Helen brought us up to date on the audit workshop. The most recent agenda update was provided to the committee via email on 12/7/18. The IFTA Board asked that an item called the I-95 corridor be added to the agenda. It will be a 15 minute presentation added after lunch on February 6. Helen is trying to firm up presenters for the different segments of the first general session topic related to IFTA and IRP compliance reviews on February 5<sup>th</sup>. Beth is working on the scenarios and presentations, which are due January 14. The final workshop agenda is due on December 28. Kelly said that he and Chester are soliciting any topics that could be addressed during the Manager 301 session. Beth is working on the Auditor 101 and looking at surveys and what was done with this session last year. Helen thanked everyone for volunteering.

**Joint Training Sessions** - Lynden discussed that the committee had their wrap up call after the last webinar. The committee discussed some of the surveys received and what could make the training better, should the webinars be given again in 2019 or wait until 2020. It was determined that the joint training sessions should be on the agenda for discussion when the combined IFTA/IRP audit committee's meet at the audit workshop to get further direction.

**Board Update** – Michael reported that the two short track ballots passed. Ballot 1 related to the loading of full demographics to the clearing house and Ballot 2 is related to the timing of the Canadian exchange rate and transmittals. The full track ballot voting deadline is 1/28/19.

**IFTA AUDIT COMMITTEE MINUTES**  
**December 11, 2018**

Michael stated that 6 of the 9 board members would be in attendance at the audit workshop, which is best turnout for many years. At their next board meeting 1/23 and 1/24 they will be electing officers. Michael indicated there would probably be a board charge coming to the IFTA audit committee from that meeting.

**New Business:**

Beth indicated that Debbie Meise has sent out emails about volunteers to fill Kristie and Helen's positions on the audit committee. We need a Canadian and a Northeast region representative. Bille had been filling the Canadian spot due to a lack of volunteers from Canada. Bille will now move to the Western region to fill Helen's position. Helen is officially resigning on January 1, 2019 due to her election to the IFTA board.

Kelly wanted to know when interviews would occur. There have been a couple of volunteers for the Northeast region. It is preferred that the nominations occur prior to the January board meeting so they can be approved. Positions do not officially start until March 1, 2019.

Helen will be in an advisory capacity to see us thru the 2019 audit workshop but cannot be the emcee in front of the group in Las Vegas. David Nicholson has agreed to remain on for another term as ex-officio to see us thru the transition.

Helen explained the board charge process to the committee. When the Board of Trustees select a project for a committee it is written out and given to that committee's board liaison. The Board Liaison then presents the charge to the committee and fully explains the board's expectation. Board charges are not from someone (community member or IFTA, Inc., staff) saying "The board wants your committee to do....." It is a formal process.

There was also a call for agenda items that could be included for the IFTA annual committee meeting held after the workshop. This is our only face to face meeting with each other during the year. This is a mandated meeting by IFTA. IFTA pays for all of our expenses/travel to the workshop. The committee should discuss what projects they would like to work on throughout the year. It is also a time to decide when we will have our calls, who will take minutes, what worked well at the workshop, what needs to be improved for next year. Electric vehicles were mentioned and what plans do our jurisdictions have in place to address how they will be taxed on their fuel source.

There being no further business, Bille motioned to adjourn and Lynden made the second. All voted in favor of adjournment.