South Natomas TMATM Board of Directors Meeting Wednesday, May 7, 2014 Meeting Minutes

I. Call to Order

President Chris Antonucci called the meeting to order at approximately 7:35AM on Wednesday, May 7, 2014 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Chris Antonucci, Scott Little (via telephone), Matt McNamara, Laurie Melson (via telephone), Kendra Murray, Taneisha Spain, Jennifer Elwood as a guest, and SNTMA staff Stephanie Merten and Jason Vitaich.

II. Approval of Previous Meeting's Minutes

A motion was made to approve the April 2, 2014 Board Meeting Minutes. The motion was moved by Matt McNamara, seconded by Kendra Murray. The motion passed unanimously, 5:0.*

(*Taneisha Spain arrived shortly after this vote was taken.)

III. New Business

A motion was made by Matt McNamara to approve the first quarter SNTMA financials (see Attachment "A"). The motion was seconded by Kendra Murray. The motion passed unanimously, 6:0.

Jason Vitaich updated the SNTMA Board that Tiffany Guthrie and Sheryl Maurer had both resigned for the SNTMA Board. SNTMA President then approved the appointment of Jennifer Elwood of CH2MHILL to the SNTMA Board.

General discussion took place regarding the current number and types of programs currently offered to SNTMA members and whether or not new programs were warranted.

- A. Executive Director Jason Vitaich delivered the following report:
 - 2014 dues invoicing is going well. After following up with various property managers
 and individual member company contacts as well as sending out registered mail to all
 member companies currently delinquent on dues, we have now collected just over 95%
 of 2014 dues collected.
- B. Stephanie Merten delivered the following Membership Report:

• Commuter Club

O SNTMA Commuter Club is performing well

• Campaigns and events promoted through the Commuter Club

- 4/3 Email to all Commute Coordinators RE: Fix50, programs, subsidies, Facebook
- o 4/17 Fix50, May Is Bike Month and Motorcycle Awareness Month
- o 4/30 Fix50 and May Is Bike Month

Programs

- One Capital Improvements subsidy to CCPOA-BTF
- o Seven Low Emissions subsidies awarded for March
- One AMTRAK subsidy awarded for April, five for May
- O Six Bike Maintenance subsidies awarded for April, one for May
- o Five Transit subsidies awarded for April
- o Twenty-two Carpool subsidies awarded for April
- o Two hundred sixteen "LIKES" on Facebook as of April
- o Two OfficeShare bicycles awarded and Smart Cycling Clinic scheduled
- o Five Bucks For Bikes subsidies awarded
- o 4/2 Walk To Work Photo contest seven entries
- o 4/2 Smart Cycling Clinic at California Bank & Trust
- o 4/3 Smart Cycling Clinic for Embarcadero & Donohoe
- o 4/16 Commuter Club Lunch at CH2MHILL twenty-five attendees
- 5/1 May Is Bike Month Kick Off Ice Cream Social fifty-five people registered in May Is Bike Month, seventy ice cream pops distributed, one Commuter Bicycle raffled off

Meetings

o N/A

• May Activities

- o May Is Bike Month preparations
- o Q2 promotional item package and delivery
- o Schedule and plan Ice Cream Socials
- o 5/27 Smart Cycling Clinic at Sierra Health Foundation

IV. Adjourn

The meeting adjourned at approximately 8:34 AM. The next SNTMA Board meeting is scheduled for Wednesday, June 4, 2014 at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Matt McNamara SNTMA Vice-President

Balance Sheet

Da	nance Snee
	Mar 31, 14
ASSETS	
Current Assets	
Checking/Savings	
10100 · Checking - River City Bank	78,804.89
10200 · Liquid CD - River City Bank	247,169.77
10900 · Money Market - Merrill Lynch	64,570.00
Total Checking/Savings	390,544.66
Accounts Receivable	
11000 · Accounts Receivable	60,982.40
11507 · Tenant Dues 2010	350.00
Total Accounts Receivable	61,332.40
Other Current Assets	
12500 · Prepaid Insurance	490.00
12501 · Prepaid Rent	645.45
Total Other Current Assets	1,135.45
Total Current Assets	453,012.51
Fixed Assets	
13000 · Furniture and Equipment	3,510.37
13500 · Accumulated Depreciation	-1,616.89
Total Fixed Assets	1,893.48
Other Assets	
18000 · Merrill Lynch Reserve Account	1,244.08
18007 · CD Goldman Sachs Bk mat.9/15/15	10,000.00
18008 · Discover CD 3/28/16 .8%	18,000.00
18009 · CD 1stbk PrtoRico 3/20/15 0.75%	13,000.00
18011 · CD Bank of China 2/26/15 0.3%	20,000.00
18012 · CD Discover Bank 2/26/16 0.45%	35,000.00
18013 · CD Goldman Sachs 2/27/17 1.0%	25,000.00
18099 · ML Unrealized Net Gain/Loss Total Other Assets	<u>-761.35</u> 121,482.73
Total Other Popula	121,702.13
TOTAL ASSETS	576,388.72

LIABILITIES & EQUITY

South Natomas TMA Board Meeting May 7, 2014 Attachment "A" Page 4 of 9

Liabilities

TOTAL LIABILITIES & EQUITY

1,329.64
1,329.64
6,322.22
6,322.22
7,651.86
7,651.86
394,041.88
174,694.98
568,736.86

576,388.72

		Jan - Mar 14	Budget	Jan - Mar 14	YTD Budget	Annual Budget
dinary Income	/Expense					
Income						
	· Tenant Dues	208,609.70	48,750.00	208,609.70	48,750.00	195,000.00
	· Developer Dues	20,706.63	9,498.00	20,706.63	9,498.00	37,992.00
	· SACOG Grant	7,437.00	0.00	7,437.00	0.00	30,572.00
	SACOG Bike Month Reimbursements	0.00	0.00	0.00	0.00	700.00
Total Inco	me	236,753.33	58,248.00	236,753.33	58,248.00	264,264.00
Gross Profit		236,753.33	58,248.00	236,753.33	58,248.00	264,264.00
Expense	:-4:4:					
	nistrative Expenses					
Sa	laries and Wages	47,000,00	40.400.00	47 000 00	40 400 00	72 704 00
	50100 · Salary - Executive Director	17,008.26	18,426.00	17,008.26	18,426.00	73,704.00
	50110 · Bonus - Executive Director	0.00	0.00	0.00	0.00	2,000.00
	50120 · Salary - Member Services Mgr	11,347.74	12,294.00	11,347.74	12,294.00	49,176.00
	50130 · Bonus - Member Services Mgr 50150 · Wages - Trip Planner	0.00	90.00	0.00	90.00	1,000.00 360.00
T-						
10	tal Salaries and Wages	28,356.00	30,810.00	28,356.00	30,810.00	126,240.00
Day	yroll Expenses					
ra	50300 · Employee Benefits	516.97	2,402.00	516.97	2,402.00	9,609.00
	50325 · Payroll Fees - Staff Resources	224.79	219.00	224.79	219.00	4,460.00
	50350 · Payroll Taxes	3,121.23	3,428.00	3.121.23	3,428.00	17,408.00
	50400 · Worker's Compensation Insurance	320.40	415.00	320.40	415.00	1,703.00
To						33.180.00
10	tal Payroll Expenses	4,183.39	6,464.00	4,183.39	6,464.00	33,180.00
T-4-1 /	I desirate di la Formación	22.520.20	27.274.00	22 520 20	27 274 00	450 400 00
1 Otal A	Administrative Expenses	32,539.39	37,274.00	32,539.39	37,274.00	159,420.00
Opera	ting Expenses					
	000 · Automobile Expense	31.64	240.00	31.64	240.00	960.00
	005 · Board Member Gifts	0.00	500.00	0.00	500.00	500.00
	010 · Business Tax	0.00	0.00	0.00	0.00	110.00
	015 · Depreciation	210.50	90.00	210.50	90.00	360.00
	025 · Dues and Subscriptions	0.00	907.00	0.00	907.00	1,057.00
	050 · Insurance	490.00	0.00	490.00	0.00	2,100.00
	700 · Meals and Entertainment	76.13	150.00	76.13	150.00	600.00
	725 · Office Expense	0.00	600.00	0.00	600.00	2,400.00
	730 · Professional Fees	0.00	500.00	0.00	000.00	2,400.00
311	53401 · Accounting	980.00	1,050.00	980.00	1,050.00	4,200.00
	53403 · Audit	0.00	600.00	0.00	600.00	600.00
	53404 · Computer Adminstration (IT)	0.00	300.00	0.00	300.00	1,200.00
	53405 · Legal	0.00	150.00	0.00	150.00	600.00
	43406 · Bank Service and Finance Fees	0.56	0.00	0.56	0.00	0.00
To	tal 51730 · Professional Fees	980.56	2,100.00	980.56	2,100.00	6,600.00
10	tai 51750 - FTOTESSIONAL FEES	900.30	2,100.00	900.00	2,100.00	0,000.00
E4:	735 · Rent	1 026 25	1,887.00	1 026 25	1 007 00	7,636.00
	750 · Staff Seminars and Travel	1,936.35	1,887.00	1,936.35	1,887.00 150.00	600.00
				0.00		
52.	300 · Telephone and Utilities	881.83	1,350.00	881.83	1,350.00	3,510.00

	Membership Programs & Outreach					
	Subsidies					
	51200 · Guaranteed Ride Home	86.20	150.00	86.20	150.00	600
	51400 · Vanpool Subsidy	0.00	330.00	0.00	330.00	1,320
	51450 · Carpool Subsidy	2,500.00	3,000.00	2,500.00	3,000.00	14,000
	51475 · RT Pass Subsidy	650.00	2,250.00	650.00	2,250.00	10,500
	51500 · Transit					
	51501 · Amtrak	578.00	750.00	578.00	750.00	3,000
	Total 51500 · Transit	578.00	750.00	578.00	750.00	3,000
	56010 · Bike Subsidy - Purchase	0.00	0.00	0.00	0.00	3,500
	56015 · Bike Subsidy - Maintenance	900.00	900.00	900.00	900.00	3,600
	56055 · Capital Improvements Program	0.00	3,750.00	0.00	3,750.00	15,000
	56066 · Residential Car Charging Subsdy	1,000.00	10,000.00	1,000.00	10,000.00	10,00
	56067 · Walking Subsidy	500.00	500.00	500.00	500.00	50
	56068 · High Efficiency Auto Subsidy	550.00	3,000.00	550.00	3,000.00	12,000
	56069 · Commuter Bike Subsidy-Purchas	e 0.00	0.00	0.00	0.00	8,00
	Total Subsidies	6,764.20	24,630.00	6,764.20	24,630.00	82,02
	Programs					_
	56005 · Bike Safety Clinics	0.00	150.00	0.00	150.00	90
	56008 · Bike Share Program	3,797.50	3,750.00	3,797.50	3,750.00	3,75
	Total Programs	3,797.50	3,900.00	3,797.50	3,900.00	4,65
	Outreach					
	51505 · Property Manager Appreciation	0.00	0.00	0.00	0.00	70
	51595 · Marketing and Promotion Mat.	2,368.40	2,370.00	2,368.40	2,370.00	11,07
	51600 · Commuter Club					
	51590 · Commuter Club Incentives	407.81	375.00	407.81	375.00	1,50
	52541 · CC Website Development	0.00	498.00	0.00	498.00	2,00
	Total 51600 · Commuter Club	407.81	873.00	407.81	873.00	3,50
	51804 · Annual Meeting	0.00	0.00	0.00	0.00	
	51808 · Annual Member Recognition	0.00	0.00	0.00	0.00	7.00
	51804 · Annual Meeting - Other	2,466.89	5,000.00	2,466.89	5,000.00	7,00
	Total 51804 · Annual Meeting	2,466.89	5,000.00	2,466.89	5,000.00	7,00
	52400 · Sponsorship	400.00	0.00	400.00	0.00	93
	56002 · Bike Commute Month	0.00	0.00	0.00	0.00	
	56003 · Quarterly Educational Lunches	498.94	400.00	498.94	400.00	1,00
	56070 · Facebook Contests and Incentive		480.00	262.00	480.00	1,92
	Total Outreach	6,404.04	9,123.00	6,404.04	9,123.00	27,73
	Total Outreach	0,404.04	5,125.00	0,404.04	3,123.00	21,13
	Total Membership Programs & Outreach	16,965.74	37,653.00	16,965.74	37,653.00	114,40
Tota	al Expense	54,112.14	82,901.00	54,112.14	82,901.00	300,25
let Ordina	In	192 644 40	24 652 00	192 644 40	-24,653.00	25.00
let Ordina		182,641.19	-24,653.00	182,641.19	-24,000.00	-35,98
	me/Expense					
Other II						
	00 · Interest Income	84.99	360.00	84.99	360.00	1,44
	ther Income xpense	84.99	360.00	84.99	360.00	1,44
	xpense 65 · Major Capital Improvements	8,031.20	7,500.00	8,031.20	7 500 00	30,00
					7,500.00	
i otai O	ther Expense	8,031.20	7,500.00	8,031.20	7,500.00	30,00
Net Other I	ncome	-7,946.21	-7,140.00	-7,946.21	-7,140.00	-28,56

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	NAGEMENT	ASSN.						
Quarterly Investment Policy Report								
As of March 31, 2014								
			Investment	Maturity			_	
Business Banking Account	Total	Investment Type	Return (APR)	Date			Months	ash Flow G
Cash in River City Checking	\$ 78,804.89	Cash/Cash Egy	0.02%	NA	Account	Total (\$)	Available	Minimum
Business Banking Account SubTotal		Casil/Casil Eqv	0.02/6	INA	Business Banking Account	\$ 78.805	3.9	2
business banking Account SubTotal	\$ 70,004.03				Operating Reserve Account	\$311,740	15.6	4
			Investment	Maturity	Operating Reserve Account	7311,740	13.0	
Operating Reserve Account	Total	Investment Type	Return (APR)	Date	Capital Investment Account	\$121,483	6.1	0
River City Bank Liquid CD		Cash/Cash Egy	0.31%	Monthly	Total	\$512,027		
Merrill Lynch Money Market	\$ 64,570.00	Cash/Cash Egy	0.08%	NA ,				
Operating Reserve Account SubTotal	\$ 311,739.77						Asse	t Allocation
					Account	Total (\$)	Percentage	Minimum
			Investment	Maturity				
Capital Investment Account	Total	Investment Type	Return (APR)	Date	Cash/Cash Equivalent	\$391,027	76%	50%
Merrill Lynch Reserve Account	\$ 1,244.08	Cash/Cash Eqv	NA	NA	Fixed Income	\$121,000	24%	0%
GoldmanSachs CD 9/21/15 1.15%	\$ 10,000.00	Fixed	1.15%	9/15/2015	Equity	\$ -	0%	0%
CD Discover Bank 3/28/16 0.8%	\$ 18,000.00	Fixed		9/20/2015	Total	\$512,027		
CD Firstbank Puerto Rico 3/20/15 0.75%		Fixed	0.80%	3/28/2016				
CD Bank of China 2/26/15 0.3%	,	Fixed	0.30%	2/26/2015				
CD Discover Bank 2/26/16 0.45%		Fixed	0.45%	2/26/2016				
	\$ 25,000.00	Fixed	1.00%	2/27/2014				
Change In Investment Value								
Change In Investment Value Capital Investment Account Subtotal	\$ 121,482.73							
Change In Investment Value Capital Investment Account Subtotal								
Change In Investment Value Capital Investment Account Subtotal	\$ 121,482.73							

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ACS State & Local Solutions	0.00	0.00	0.00	350.00	0.00	350.0
American Income Life Insurar	0.00	0.00	0.00	350.00	0.00	350.0
APS Healthcare	0.00	0.00	0.00	1,003.80	0.00	1,003.8
Bannon Investors	0.00	0.00	0.00	11,787.50	0.00	11,787.5
Barrett Business Services, Inc	0.00	0.00	0.00	547.80	0.00	547.8
Beach Cowdrey Owen, LLP	0.00	0.00	0.00	350.00	0.00	350.0
Bert L. Howe & Associates	0.00	0.00	0.00	350.00	0.00	350.0
Bevan & Bevan & Associates	0.00	0.00	0.00	350.00	700.00	1,050.0
Bowman & Associates	0.00	0.00	0.00	436.80	0.00	436.
CA Health & Wellness	0.00	0.00	0.00	2,301.90	0.00	2,301.9
CalHEERS	0.00	0.00	0.00	3,810.70	0.00	3,810.
California Human Developmen	0.00	0.00	0.00	610.80	0.00	610.
Chipotle	0.00	0.00	0.00	525.40	0.00	525.
Christensen Ehret	0.00	0.00	0.00	350.00	0.00	350.
Community Health Charities o	0.00	0.00	0.00	350.00	0.00	350.
CVM Law Firm	0.00	0.00	0.00	702.90	0.00	702.
Dan Parrish Insurance Service	0.00	0.00	0.00	350.00	0.00	350.
Danka	0.00	0.00	0.00	350.00	0.00	350.
Delegata	0.00	0.00	0.00	2,438.60	4,877.20	7,315.
Dequine & Associates	0.00	0.00	0.00	350.00	0.00	350.
EPI-USE	0.00	0.00	0.00	350.00	0.00	350
Fortune School	0.00	0.00	0.00	950.80	0.00	950
Gallagher Bassett Services, In	0.00	0.00	0.00	703.60	0.00	703.
Greve, Clifford, Wengel & Para	0.00	0.00	0.00	131.30	0.00	131.
Honeywell International	0.00	0.00	0.00	664.70	0.00	664
HT Harvey	0.00	0.00	0.00	350.00	0.00	350.
Informatix	0.00	0.00	0.00	565.80	0.00	565.
Int'l Pemphigus Pemphigoid F	0.00	0.00	0.00	350.00	0.00	350.
Johanson & Associates	0.00	0.00	0.00	350.00	700.00	1,050
John Zink Company, LLC	0.00	0.00	0.00	1,133.70	0.00	1,133.
Kitchell	0.00	0.00	0.00	1,074.80	0.00	1,074.
Law Enforcement Chaplaincy	0.00	0.00	0.00	350.00	0.00	350.
Low, McKinley, Baleria & Saler	0.00	0.00	0.00	861.10	0.00	861.
March of Dimes	0.00	0.00	0.00	350.00	0.00	350.
MOA Deposition Reporters	0.00	0.00	0.00	458.60	0.00	458
Morse, Geisler, Callister & Kai	0.00	0.00	0.00	350.00	0.00	350
New Horizons	0.00	0.00	0.00	1,178.90	0.00	1,178.
Parsons Brinckerhoff	0.00	0.00	0.00	204.10	0.00	204.
PG & E	0.00	0.00	0.00	2,405.10	0.00	2,405.
PG & E Natomas Park	0.00	0.00	0.00	350.00	175.00	525.
Presidio (fmrly INX)	0.00	0.00	0.00	524.90	0.00	524.
Quorum Technologies	0.00	0.00	0.00	350.00	0.00	
_						350.
Shergill Law Firm	0.00	0.00	0.00	350.00	1,050.00	1,400.
Sierra West Group	0.00	0.00	0.00	0.00	175.00	175.
Sutter Suite 100	0.00	0.00	0.00	0.00	1,210.20	1,210.
Austin Cooper	0.00	0.00	0.00	350.00	350.00	700.
	0.00	0.00	0.00	1,252.00	0.00	1,252.
University of Phoenix 2860, Su	0.00	0.00	0.00	2,832.50	0.00	2,832.
University of Phoenix 2860, Su	0.00	0.00	0.00	3,080.70	0.00	3,080.
University of Phoenix, Ste 350	0.00	0.00	0.00	1,456.50	0.00	1,456.
Ventyx	0.00	0.00	0.00	432.50	0.00	432.
XEROX	0.00	0.00	0.00	667.20	0.00	667.

	Type	Date	Date	Num	P. O. #	Name	Terms	Due Date	Aging	Open Balance
Current										
Total Current										
1 - 30										
Total 1 - 30										
31 - 60										
Total 31 - 60										
Total of - oo										
61 - 90										
Total 61 - 90		41732								
> 90		41732								
	Invoice		01/01/2010	105		Johanson & Associates	Due Upon Receipt	01/01/2010	1,669	350.0
	Invoice		01/04/2011	155		Shergill Law Firm	Due Upon Receipt	01/04/2011	1,301	350.0
	Invoice	40179	01/02/2012	16		Thanh T. Foxx, Inc. & W. Austin Cooper	Due Upon Receipt	01/02/2012	938	350.0
	Invoice	40547	01/02/2012	20		Bevan & Bevan & Associates	Due Upon Receipt	01/02/2012	938	350.0
	Invoice	40910	01/02/2012	69		Delegata	Due Upon Receipt	01/02/2012	938	2,438.6
	Invoice	40910	01/02/2012	103		Johanson & Associates	Due Upon Receipt	01/02/2012	938	350.0
	Invoice	40910	01/02/2012	150		Shergill Law Firm	Due Upon Receipt	01/02/2012	938	350.0
	Invoice	40910	01/02/2012	163		Sutter Suite 100	Due Upon Receipt	01/02/2012	938	1,210.2
	Invoice	40910	01/01/2013	342		Bevan & Bevan & Associates	Due Upon Receipt	01/01/2013	573	350.0
	Invoice	40910	01/01/2013	387		Delegata	Due Upon Receipt	01/01/2013	573	2,438.6
	Invoice	41275	01/01/2013	457		Shergill Law Firm	Due Upon Receipt	01/01/2013	573	350.0
	Invoice	41275	01/01/2013	460		Sierra West Group	Due Upon Receipt	01/01/2013	573	175.0
	Invoice	41275	06/18/2013	503		PG & E Natomas Park		06/18/2013	405	175.0
	Invoice	41275	01/01/2014	515		American Income Life Insurance Company		01/01/2014	208	350.0
	Invoice	41443	01/01/2014	523		Thanh T. Foxx, Inc. & W. Austin Cooper	Due Upon Receipt	01/01/2014	208	350.0
	Invoice	41640	01/01/2014	529		Bert L. Howe & Associates	Due Upon Receipt	01/01/2014	208	350.0
	Invoice	41640	01/01/2014	530		Bevan & Bevan & Associates	Due Upon Receipt	01/01/2014	208	350.0
	Invoice	41640	01/01/2014	534		Bowman & Associates	Due Upon Receipt	01/01/2014	208	436.8
	Invoice	41640	01/01/2014	573		Dan Parrish Insurance Services	Due Upon Receipt	01/01/2014	208	350.0
	Invoice	41640	01/01/2014	574		Danka	Due Upon Receipt	01/01/2014	208	350.0
	Invoice	41640	01/01/2014	576		Delegata	Due Upon Receipt	01/01/2014	208	2,438.6
	Invoice	41640	01/01/2014	578		Dequine & Associates	Due Upon Receipt	01/01/2014	208	350.0
	Invoice	41640	01/01/2014	599		Greve, Clifford, Wengel & Paras	Due Upon Receipt	01/01/2014	208	131.3
	Invoice	41640	01/01/2014	608		HT Harvey	Due Upon Receipt	01/01/2014	208	350.0
	Invoice	41640	01/01/2014	612		Presidio (fmrly INX)	Due Upon Receipt	01/01/2014	208	524.9
	Invoice	41640	01/01/2014	616		Johanson & Associates	Due Upon Receipt	01/01/2014	208	350.0
	Invoice	41640	01/01/2014	622		Law Enforcement Chaplaincy	Due Upon Receipt	01/01/2014	208	350.0
	Invoice	41640	01/01/2014	631		New Horizons	Due Upon Receipt	01/01/2014	208	785.9
	Invoice	41640	01/01/2014	640		Parsons Brinckerhoff	Due Upon Receipt	01/01/2014	208	204.1
	Invoice	41640	01/01/2014	642		PG & E	Due Upon Receipt	01/01/2014	208	2,405.1
	Invoice	41640	01/01/2014	643		PG & E Natomas Park		01/01/2014	208	350.0
	Invoice	41640	01/01/2014	645		Quorum Technologies		01/01/2014	208	350.0
	Invoice	41640	01/01/2014	657		Shergill Law Firm	Due Upon Receipt	01/01/2014	208	350.0
	Invoice	41640	01/01/2014	676		Truven Health Analytics	Due Upon Receipt	01/01/2014	208	1,252.0
	Invoice	41640	04/03/2014	698		Ratto Law Firm		04/03/2014	116	262.5
Total > 90		41640								22,228.6
TOTAL		41640								22,228.6