

**South Natomas TMA™**  
**Board of Directors Meeting**  
**Wednesday, September 5, 2007**  
**Meeting Minutes**

**I. Call to Order**

Vice President Keith McGregor called the meeting to order at 7:38 AM, Wednesday, September 5, 2007 at the Equity Office conference room, 2150 River Plaza Drive, 1st floor, Sacramento, CA 95833. Attending were Julie Sheppard, Brian Rhoades, Alyssa Begley, Katie Eastham, Christine Majewski, Kim Lund, Hazel Stream and Stephanie Merten.

**II. Unfinished Business**

Katie Eastham noted that the Walk Resolution was not on the September agenda and requested it be on the October agenda.

**III. New Business**

- A. Approval of the August 1, 2007 meeting minutes. Kim Lund moved approval. Christine Majewski seconded it. Motion carried.
- B. The quarterly financial report was presented. All open membership due balances, statement of Financial Position, Statement of Activities and Variance reports were presented to the Board.
- C. Stephanie Merten reported that invoices went out August 22nd. The next round of invoices will go out September 21st and will continue to be mailed monthly until all unpaid dues are collected. Stephanie reported that all the TMA Executive Director's, Yellow Cab, Enterprise Rental and SACOG met in August. As a result of the costs associated with Emergency Rides Home over 20 miles with Yellow Cab, the SNTMA will return to utilizing Enterprise Rental services for ERHs over 20 miles, once the service is set up on our Commuter Club ERH page. Stephanie reported that the invoices require extensive staff time and still require much work before the all the information is accurately documented. The TMA accountant referred a QuickBooks expert to assist staff with the invoice process. The QuickBooks expert, Ginger, will work on an hourly as needed basis. The TMA accountant was also sharing storage until space with the TMA for the past several years and has requested we relocate our several boxes. Stephanie presented the Board with storage unit upgrade costs and the Board approved a storage unit move by October 1<sup>st</sup>. Stephanie informed the Board that a temporary employee had been hired for registering members in the Commuter Club and taking Regional Transit pass photos through September 21<sup>st</sup>. Stephanie also provided the Board with a handout of her update. The update included the list of meetings she attended on the TMA's behalf during August.
- D. Hazel Stream updated the Board on the progress of her deliverables and provided a handout of her Outreach Projects Update Report. Hazel presented the SNTMA Policy and Procedure Manual she compiled for the TMA as part of her contract. She provided a handout of the Table of Contents and a list of policies covered in the manual. Hazel also provided a handout of the first issue of the TMA Times, the first newsletter the SNTMA has produced this year. She announced the grand prize drawing for the end of the STARS summer program and that the winner will be awarded \$500 cash.

E. The Board had a closed session to discuss the Executive Director recruitment

IV. **Informational items**

The ACT Conference in Seattle was discussed. Travel days and how much the TMA will reimburse traveling staff and Board members per day. At 8:50 AM temporary employee Nadine Martinez came in to meet the Board.

III. **Adjourn**

The meeting was adjourned at 9:00 AM. The next meeting is scheduled for Thursday October 5<sup>th</sup>, at 7:30 AM at the Equity Office conference room, 2150 River Plaza Drive 1<sup>st</sup> floor, Sacramento, CA 95833.

Respectfully submitted,

Katie Eastham  
Board Secretary