

**South Natomas TMA™
Board of Directors Meeting
Wednesday, April 2, 2008
Meeting Minutes**

I. Call to Order

Immediate Past President Mark Cohen called the meeting to order at approximately 7:45 AM on Wednesday, April 2, 2008 at 2150 River Plaza Drive in Sacramento, CA (President Katie Eastham arrived minutes afterwards and took over the chairing of the meeting). Attending were Mark Cohen, Kent Dazey, Katie Eastham, Christine Majewski, Brian Rhoades, Julie Shepard, Stephanie Merten and Jason Vitaich.

II. Unfinished Business

Executive Director Jason Vitaich distributed the end of fiscal year 2007 variance report.

III. New Business

- A. Motion to approve March 5, 2008 Board meeting minutes. Moved by Chris Majewski, seconded by Kent Dazey. Motion passed 5:0, with Julie Shepard abstaining.
- B. Dues collection update: Jason reported that to date, 79% of the collectible invoices had been paid, exceeding the 75% second quarter goal for dues collection by June 30 as set by the Board at the November Strategic Planning meeting. There are several member companies that Jason made the board aware of that need to have their dues written off for various reasons.
- C. 2007 Audit Update: The auditing firm of David C. Wright recently completed its audit of the SNTMA for 2007. Copies have been distributed to all board members for their review, with Kent Dazey requesting that we attempt to obtain and distribute copies to the Board via e-mail. Monies will be allocated for an audit to be completed annually from this point forward.
- D. A list of outstanding and uncollectible member dues was distributed to the board (see below) for approval as uncollectible debt. Since expending additional resources to collect this outstanding debt would not be an effective allocation of staff resources, the board put forth the following motion:

Motion to approve the writing off as uncollectible the debts for the following companies, totaling \$7,918.66:

Aegis Lending Corporation - \$1,195.04
Bartel, Eng & Schroeder - \$1,979.88
Cityreach, Inc. - \$250
Countrywide Home Mortgage – \$602.84
Ford Motor Credit – \$396.20
Gensa Corporation - \$265
Heritage Plaza Mortgage - \$1,000
Nationstar Mortgage - \$250
New Century Mortgage Corporation – \$1,729.70
Ryness Company - \$250

Moved by Julie Shepard, seconded by Kent Dazey. Motion passed unanimously, 6:0.

E. Motion to draft a set of protocols concerning dues invoicing and collection protocols with a rough draft prepared by the Executive Director to be presented for review and comment at the Executive Committee meeting on April 17th with any noted changes incorporated into a finalized version to be submitted to the board at its May 7th meeting. Moved by Mark Cohen, seconded by Chris Majewski. Passed unanimously, 6:0.

F. Executive Director's Report – Jason Vitaich, Executive Director
Jason reported that dues collection was going well, overall. Several inconsistencies in billing information have forced the actual amount of 2008 dues invoiced to be substantially adjusted which will impact 2008 dues collection totals. A mass storage device or “flash drive” was recently lost in the mail which contained a copy of SNTMA's QuickBooks file. All members were notified by the Executive Director of this incident.

Jason requested that the board grant SNTMA Treasurer Kim Lund the authority to transfer the bulk of funds currently within the River City Bank operating account into the Merrill Lynch accounts so as to maximize the investment return on said funds. Brian Rhoades requested that the money be placed into appropriate investment accounts with no set maturity dates.

G. Membership Services Report - Stephanie Merten, Membership Services Manager
Stephanie reported that 45 RT passes were assigned in March. Several key changes to the website were incorporated. The SNTMA Annual meeting was a success, with approximately 80 RSVPs and 70 attendees. The “FIX I-5” presentation was well-received, with attendees asking numerous questions regarding the upcoming project. The PowerPoint presentation used by Mark Dinger of Caltrans has been placed onto the SNTMA website for all to view. Commute diary participants have increased from 184 in January to 284 as of March 22. Stephanie asked who would be interested in attending the Breathe California Lunch, as the monies budgeted allow for \$150 in expense for tickets.

Stephanie asked if anyone would be interested in being a Bike Commute Month Judge; Brian Rhoades indicated that he would tentatively agree to be a judge, pending the checking of his schedule. Stephanie participated in an ACT conference call in which the new member services recruitment was discussed. New SNTMA members include: Sutter Health at 2750 Gateway Oaks, ProNet, Capital Planning Advisors, RBB Architects. Stephanie reported that we have seen increased participation from Dollar Tree, FOODSCO, The Mattei Companies and CYS Engineers.

(Julie Shepard left the meeting early at approximately 8:40 am)

III. Adjourn

The meeting was adjourned at 8:50 AM. The next meeting is scheduled for Wednesday, May 7, at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Brian Rhoades
Board Secretary