

**South Natomas TMA™
Board of Directors Meeting
Wednesday, March 4, 2009
Meeting Minutes**

I. Call to Order

President Katie Eastham called the meeting to order at approximately 7:43 AM on Wednesday, March 4, 2009 at 2150 River Plaza Drive in Sacramento, CA. Attending were Kent Dazey, Keith McGregor, Kim Lund (via telephone), Julie Shepard, SNTMA staff Stephanie Merten and Jason Vitaich with guests Doug Fredericks of CH2MHILL, Gabriel Corley of Caltrans, Bill Vanderslice of STANTEC and Matt McNamara of University of Phoenix.

II. Approval of Previous Meeting's Minutes

Motion to approve the February 4, 2009 Board meeting minutes. Moved by Kent Dazey, seconded by Kim Lund. Motion passed unanimously, 5:0.

III. Unfinished Business

- A. Motion to approve the fourth quarter and end of year financials with deletion of "2008" under item 11206 ("Employer Dues Receivable ~~2008~~"). Moved by Julie Shepard, seconded by Keith McGregor. Motion passed unanimously, 5:0.
- B. Motion to approve the 2009 budget (see Attachment "A"), inclusive of a 2.5% raise retroactive to January 1, 2009 for the Executive Director. Moved by Julie Shepard, seconded by Keith McGregor. Motion passed unanimously, 5:0.

III. New Business

- C. Executive Director Jason Vitaich delivered the following report:
 - 2009 Dues collection is going quite well, with 63% of dues collected as of the end of February.
 - A New Board Member Orientation meeting has been finalized for Thursday, March 19 from 4:00 – 6:00 pm led by Association attorney Mark Alcorn.
 - SNTMA has resolved any and all outstanding monies owed to Sacramento RT through calendar year 2008. A check to cover production costs of RT passes as well as non-invoicing to SNTMA for Q1 2007 and Q3, Q4 of 2008 for \$23,352 was mailed along with an explanatory letter on February 26, 2009.
- D. Membership Services Manager Stephanie Merten delivered the following Membership Report:
 - **Campaigns and events promoted through the Commuter Club**
 - 2/6 Sent invite to Commuter Choice Tax Benefit workshop to all Commute Coordinators
 - 2/12 Sent Annual Meeting invite to board members, outreach partners, and vendors
 - 2/17 Sent State of RT Breakfast email

- 3/3 Follow up email sent to all Commute Coordinators, property managers, board members, outreach partners, and vendors RE: Annual Meeting
- **Programs**
 - 1 ERH voucher used in February 2009
 - 46 RT pass photos were taken and delivered + 5 replacements, stragglers, etc. during February
- **Members**
 - 2/9 Developer/Property Manager/ new tenant meeting @Sierra Health Foundation RE: Parking issues
- **Meetings**
 - 2/18 TDM Task Force
 - 2/23 WTS Lunch
 - 3/3 RT Transit Action Plan @ Tsakopoulos Library
- **February Activities**
 - Prepared for 3/12 Annual Meeting (finalized invite, award winners, follow-up calls and emails RE: RSVPs, annual report, etc.)
 - Finalized new SNTMA logo, ordered new SNTMA letterhead, etc.
 - Ordered Q1 promotional item, packaged 87 for delivery
 - Began preparations for May Is Bike Month (MIBM)
 - Selected 4 weekly winners from Commuter Club Diary Keepers and delivered their gas cards
 - Dealt with ongoing SNTMA River City Bank credit card bank security issue, obtained replacement card
 - Recruited new board member Matt McNamara of University of Phoenix, attempted to recruit Pat Chamberlain of Nolte
 - Continued working with Jason, Property Managers and Debbie Maus regarding “state tenants/state leases”
 - Updated SNTMA website with new address
 - Distributed Bucks for Bikes applications upon request
 - Responded to calls and emails RE: invoices, explanation of SNTMA benefits and how to access those benefits

IV. Adjourn

The meeting was adjourned at approximately 8:50 AM. The next SNTMA Board meeting is scheduled for Wednesday, April 1, at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Keith McGregor
Board Vice-President

| | January | February | March | April | May | June | July | August | September | October | November | December | 2009 Budget | 2008 Budget |
|---|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|
| REVENUE | | | | | | | | | | | | | | |
| Developer Dues | \$ 70,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 70,000 | \$ 55,000 |
| Tenant Dues | \$ 199,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 199,000 | \$ 148,000 |
| Transit Supplement (1,500 @ \$5) | \$ 7,500 | | | | | | | | | | | | \$ 7,500 | \$ 3,500 |
| SACOG Grant | | | \$ 6,875 | | | \$ 6,875 | | | \$ 6,875 | | | \$ 6,875 | \$ 27,500 | \$ 27,500 |
| SACOG Bike Month Reimbursements | | | | \$ 100 | \$ 500 | | \$ 100 | | | | | | \$ 700 | |
| Interest Income | \$ 120 | \$ 120 | \$ 120 | \$ 120 | \$ 120 | \$ 120 | \$ 120 | \$ 120 | \$ 120 | \$ 120 | \$ 120 | \$ 120 | \$ 1,440 | \$ 2,580 |
| REVENUE TOTALS | \$ 276,620 | \$ 120 | \$ 6,995 | \$ 220 | \$ 620 | \$ 6,995 | \$ 220 | \$ 120 | \$ 6,995 | \$ 120 | \$ 120 | \$ 6,995 | \$ 306,140 | \$ 236,580 |
| Revenue Stream | \$ 276,620 | \$ 276,740 | \$ 283,735 | \$ 283,955 | \$ 284,575 | \$ 291,570 | \$ 291,790 | \$ 291,910 | \$ 298,905 | \$ 299,025 | \$ 299,145 | \$ 306,140 | | |
| ADMINISTRATION EXPENSES | | | | | | | | | | | | | | |
| Payroll | \$ 9,398 | \$ 9,398 | \$ 9,398 | \$ 9,398 | \$ 9,398 | \$ 9,398 | \$ 9,398 | \$ 9,398 | \$ 9,398 | \$ 9,398 | \$ 9,398 | \$ 9,398 | \$ 112,771 | \$ 113,494 |
| Executive Director (+2.5%) | \$ 5,595 | \$ 5,595 | \$ 5,595 | \$ 5,595 | \$ 5,595 | \$ 5,595 | \$ 5,595 | \$ 5,595 | \$ 5,595 | \$ 5,595 | \$ 5,595 | \$ 5,595 | \$ 67,137 | \$ 65,500 |
| Membership Services Manager | \$ 3,733 | \$ 3,733 | \$ 3,733 | \$ 3,733 | \$ 3,733 | \$ 3,733 | \$ 3,733 | \$ 3,733 | \$ 3,733 | \$ 3,733 | \$ 3,733 | \$ 3,733 | \$ 44,794 | \$ 44,794 |
| Trip Planner | \$ 70 | \$ 70 | \$ 70 | \$ 70 | \$ 70 | \$ 70 | \$ 70 | \$ 70 | \$ 70 | \$ 70 | \$ 70 | \$ 70 | \$ 840 | \$ 3,200 |
| SRI Fee, Taxes, W/comp | \$ 1,692 | \$ 1,692 | \$ 1,692 | \$ 1,692 | \$ 1,692 | \$ 1,692 | \$ 1,692 | \$ 1,692 | \$ 1,692 | \$ 1,692 | \$ 1,692 | \$ 1,692 | \$ 20,299 | \$ 24,792 |
| Benefits | \$ 506 | \$ 506 | \$ 506 | \$ 506 | \$ 506 | \$ 506 | \$ 506 | \$ 506 | \$ 506 | \$ 506 | \$ 506 | \$ 506 | \$ 6,072 | \$ 5,400 |
| SubTotal Administrative Expenses | \$ 11,595 | \$ 11,595 | \$ 11,595 | \$ 11,595 | \$ 11,595 | \$ 11,595 | \$ 11,595 | \$ 11,595 | \$ 11,595 | \$ 11,595 | \$ 11,595 | \$ 11,595 | \$ 139,142 | \$ 143,686 |
| OPERATING EXPENSES | | | | | | | | | | | | | | |
| General Insurance (a) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,200 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,200 | \$ 2,200 |
| Auto Expenses | \$ 140 | \$ 140 | \$ 140 | \$ 140 | \$ 140 | \$ 140 | \$ 140 | \$ 140 | \$ 140 | \$ 140 | \$ 140 | \$ 140 | \$ 1,680 | \$ 1,200 |
| Meals/Entertainment | \$ 80 | \$ 80 | \$ 80 | \$ 80 | \$ 80 | \$ 80 | \$ 80 | \$ 80 | \$ 80 | \$ 80 | \$ 80 | \$ 80 | \$ 960 | \$ 600 |
| Telephone (b) | \$ 240 | \$ 240 | \$ 240 | \$ 240 | \$ 240 | \$ 240 | \$ 240 | \$ 240 | \$ 240 | \$ 240 | \$ 240 | \$ 240 | \$ 2,880 | \$ 2,400 |
| Office Supplies & Expenses | \$ 330 | \$ 330 | \$ 330 | \$ 330 | \$ 330 | \$ 330 | \$ 330 | \$ 330 | \$ 330 | \$ 330 | \$ 330 | \$ 330 | \$ 3,960 | \$ 4,630 |
| Rent | \$ 563 | \$ 563 | \$ 563 | \$ 563 | \$ 580 | \$ 580 | \$ 580 | \$ 580 | \$ 580 | \$ 580 | \$ 580 | \$ 580 | \$ 6,892 | \$ 5,496 |
| Professional Fees | \$ 400 | \$ 400 | \$ 5,450 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 9,850 | \$ 6,650 |
| Accounting Fees | \$ 400 | \$ 400 | \$ 950 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 5,350 | \$ 4,150 |
| Audit | | | \$ 4,500 | | | | | | | | | | \$ 4,500 | \$ 2,500 |
| Business Taxes (c) | | | | | \$ 110 | | | | | | | | \$ 110 | \$ 110 |
| IT (d) | \$ 167 | \$ 167 | \$ 167 | \$ 167 | \$ 167 | \$ 167 | \$ 167 | \$ 167 | \$ 167 | \$ 167 | \$ 167 | \$ 163 | \$ 2,000 | \$ 2,400 |
| Facilitator - Strategic Planning | | | | | | | | | | | \$ 1,000 | | \$ 1,000 | \$ - |
| Seminars/Travel | | | \$ 40 | \$ 640 | | | | | \$ 600 | | | | \$ 1,280 | \$ - |
| Board Member Gifts | | | \$ 500 | | | | | | | | | | \$ 500 | \$ - |
| Legal Fees | \$ 2,000 | | \$ 500 | | | | | | | | | | \$ 2,500 | \$ 1,000 |
| SubTotal Operating Expenses | \$ 3,920 | \$ 1,920 | \$ 8,010 | \$ 2,560 | \$ 2,047 | \$ 4,137 | \$ 1,937 | \$ 1,937 | \$ 2,537 | \$ 1,937 | \$ 2,937 | \$ 1,933 | \$ 35,812 | \$ 26,686 |
| MARKETING EXPENSES | | | | | | | | | | | | | | |
| Dues/Subscriptions (e) | \$ 907 | | | | | | | | | | | | \$ 907 | \$ 1,365 |
| GRH | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 600 | \$ 600 |
| Transit Subsidies | \$ 655 | \$ 655 | \$ 6,655 | \$ 655 | \$ 655 | \$ 6,655 | \$ 655 | \$ 655 | \$ 6,655 | \$ 655 | \$ 655 | \$ 6,655 | \$ 31,860 | \$ 25,760 |
| Amtrak | \$ 280 | \$ 280 | \$ 280 | \$ 280 | \$ 280 | \$ 280 | \$ 280 | \$ 280 | \$ 280 | \$ 280 | \$ 280 | \$ 280 | \$ 3,360 | \$ 3,360 |
| RT Pass Print Costs | \$ 375 | \$ 375 | \$ 375 | \$ 375 | \$ 375 | \$ 375 | \$ 375 | \$ 375 | \$ 375 | \$ 375 | \$ 375 | \$ 375 | \$ 4,500 | \$ 2,400 |
| RT Pass Program Fees | | | \$ 6,000 | | | \$ 6,000 | | | \$ 6,000 | | | \$ 6,000 | \$ 24,000 | \$ 20,000 |
| CC incentives (drawings) | \$ 125 | \$ 125 | \$ 125 | \$ 125 | \$ 125 | \$ 125 | \$ 125 | \$ 125 | \$ 125 | \$ 125 | \$ 125 | \$ 125 | \$ 1,500 | \$ 1,500 |
| Marketing Materials | | \$ 1,500 | \$ 1,250 | | \$ - | \$ 1,250 | | \$ - | \$ 1,250 | | | \$ 1,250 | \$ 6,500 | \$ 2,500 |
| Annual Meeting | | | | \$ 4,000 | | | | | | | | | \$ 4,000 | \$ 4,000 |
| Annual Member Recognition | | | | | | | | | | | \$ 2,000 | | \$ 2,000 | \$ 2,800 |
| Bike Subsidy | | \$ 1,000 | | \$ 1,000 | | \$ 1,000 | | | | | | | \$ 3,000 | \$ 3,300 |
| Bike Commute Month | | | | | \$ 1,000 | | | | | | | | \$ 1,000 | \$ 1,000 |
| Vanpool Subsidy | | \$ 200 | | | | \$ 200 | | \$ 200 | | \$ 200 | | \$ 200 | \$ 1,200 | \$ 1,200 |
| CC/ Web Site Development | \$ 400 | | | \$ 400 | | | \$ 400 | | \$ 400 | | | | \$ 1,600 | \$ 1,600 |
| Commute Coordinator Training Materials | | | | | \$ 2,000 | | | | | | | | \$ 2,000 | \$ 1,000 |
| Commute Coordinator Training Meetings | | | | | | | | | | | | | \$ - | \$ 500 |
| Sponsorships (f) | | | | \$ 100 | \$ 160 | | | \$ - | \$ 500 | \$ 150 | | \$ 250 | \$ 1,160 | \$ 500 |
| Subtotal MARKETING EXPENSES | \$ 2,137 | \$ 3,530 | \$ 8,080 | \$ 6,530 | \$ 3,990 | \$ 9,280 | \$ 1,230 | \$ 1,030 | \$ 8,580 | \$ 1,580 | \$ 2,830 | \$ 8,530 | \$ 57,327 | \$ 47,625 |
| SUBTOTAL EXPENSES | \$ 17,652 | \$ 17,045 | \$ 27,685 | \$ 20,685 | \$ 17,632 | \$ 25,012 | \$ 14,762 | \$ 14,562 | \$ 22,712 | \$ 15,112 | \$ 17,362 | \$ 22,058 | \$ 232,281 | \$ 217,997 |
| Uncollectable Dues Adjustment | \$ 26,900 | | | | | | | | | | | | \$ 26,900 | |
| TOTAL EXPENSES | | | | | | | | | | | | | \$ 259,181 | |
| NET OPERATING INCOME | | | | | | | | | | | | | \$ 46,959 | \$ 18,583 |
| Money Allocated to Reserve Accounts | | | | | | | | | | | | | \$ - | 0 |
| Net Budgetary Surplus | | | | | | | | | | | | | \$ - | |
| (a) Directors and Officers Insurance \$1300, General Liability \$900 (b) Includes cellular phones (c) \$90 Sacramento County Property Taxes, \$10 Franchise Tax Board, \$10 Sec State Fee (d) Monthly maintenance (\$167) (e) Women's Transportation Seminars (\$95), CalSAE (\$175), Sacramento Metro Chamber (\$350), Natomas Chamber (\$150), Business Journal (\$62), SABA (\$75) (f) State of Natomas Lunch (\$100), Breathe California Lunch (\$160), Friends of Light Rail (\$500), Int'l Walk To School Day (\$150), ACT Lunch (\$250) | | | | | | | | | | | | | | |