

**South Natomas TMA™  
Board of Directors Meeting  
Wednesday, May 6, 2009  
Meeting Minutes**

**I. Call to Order**

President Katie Eastham called the meeting to order at approximately 7:35 AM on Wednesday, May 6, 2009 at 2150 River Plaza Drive in Sacramento, CA. Attending were Gabriel Corley, Katie Eastham, Doug Fredericks, Keith McGregor, Bill Vanderslice, SNTMA staff Stephanie Merten and Jason Vitaich.

**II. Approval of Previous Meeting's Minutes**

Motion to approve the April 1, 2009 Board meeting minutes. Moved by Doug Fredericks, seconded by Bill Vanderslice. Motion passed unanimously, 5:0 (Keith McGregor arrived shortly after this vote was taken).

**III. Unfinished Business**

- A. The governance committee gave an update via committee chair Keith McGregor. Plans were discussed to review and ask the board to approve sections of the governance policies document over the next several months. Both the conflict of interest and whistleblower policies are scheduled to be presented to the SNTMA Board at its June 3 meeting.

**III. New Business**

- B. Motion to approve the first quarter financials for 2009, with \$269.38 added under Board Member Gifts. Moved by Matt McNamara, seconded by Doug Fredericks. Motion passed unanimously, 6:0.
- C. Executive Director Jason Vitaich delivered the following report:
- 2009 dues collection is going quite well, with 76% of dues collected as of early May.
  - Progress has been made in obtaining transportation management plans for the properties in the SNTMA area; we expect to obtain these documents within the next 1-3 months.
  - The BREATHE Clean Air Award Luncheon is on May 7, 2009. SNTMA has budgeted funds to purchase 4 tickets; any SNTMA Board members interested in attending should let Jason know.
  - Both the audit and tax preparation are proceeding on schedule. It is expected that the audit would be completed in May, with the tax returns filed soon thereafter.
- D. Membership Services Manager Stephanie Merten delivered the following Membership Report:
- **Commuter Club**
    - Had several issues sending emails via the Commuter Club throughout April
  - **Campaigns and events promoted through the Commuter Club**
    - 4/2 Empty Roseville vanpool set email and posted on default message (removed 4/21)
    - 4/13 Smart Cycling Clinic

- 4/21 Bike Breakfast invite and posted on default message
- **Programs**
  - 2 ERH vouchers used in April 2009
  - 45 RT pass photos were taken and delivered
  - Delivered May Is Bike Month materials to member companies (posters, cards and stickers)
- **Members**
  - 4/16 Smart Cycling Clinic at CH2MHILL
  - Reviewed Bucks for Bikes applications and followed up with applicants on details
- **Meetings**
  - 4/14 Commuter Club demo conference call
  - 4/15 TDM Task Force
- **February Activities**
  - Checked in with Café Colonnade RE: Bike Breakfast on May 21st
  - Filled Roseville vanpool seat without having to use a vanpool subsidy  
Walked through all member buildings to update membership list: new invoices for new tenants, new member orientations via email, phone and in person
  - Selected 4 weekly winners from Commuter Club Diary Keepers and delivered their gas cards
  - 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, June 3, at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Gabriel Corley  
Board Secretary