

**South Natomas TMA™
Board of Directors Meeting
Wednesday, May 7, 2008
Meeting Minutes**

I. Call to Order

Vice President Keith McGregor called the meeting to order at approximately 7:45 AM on Wednesday, May 7, 2008 at 2150 River Plaza Drive in Sacramento, CA. Attending were Troy Holt, Kim Lund, Christine Majewski, Julie Shepard, Stephanie Merten and Jason Vitaich.

II. Unfinished Business

Executive Director Jason Vitaich discussed with the board the current draft investment policy. It was decided that, pending approval of SNTMA President Katie Eastham, an Investment Committee would be formed consisting of SNTMA Board members Kim Lund (Chair), Keith McGregor, Katie Eastham and Troy Holt and charged with meeting to pose questions to the board regarding the draft policy at its June 4 meeting, with the July 2 meeting as a date to have final approval of the Investment Policy approved. The Investment Committee meetings will occur during the regularly scheduled Executive Committee meetings.

Jason then discussed briefly a draft dues collections policy; anyone with comments or changes was instructed to send them on to Jason as soon as possible. Jason agreed to run the draft document by Association attorney Mark Alcorn when he next saw him at the monthly CalSAE breakfast.

III. New Business

- A. Motion to approve April 2, 2008 Board meeting minutes. Moved by Chris Majewski, seconded by Julie Shepard. Motion passed 5:0.
- B. Dues collection update: Jason reported that to date, 84% 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.
- C. A list of uncollectible member dues and dues billing errors was distributed to the board (see below) for approval as dues to be written off and/or adjusted in QuickBooks.

Motion to approve the writing off as uncollectible/dues billing errors the amounts for the following companies, totaling \$2,198.67:

Uncollectible Dues:

First Priority Financial	\$750
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Dues Billing Errors (should not have been invoiced for 2007, 2008):

Assignment Ready, Inc.	\$500
Combined Insurance	\$500
Consolidated CM	\$250
Hewitt & Prout Law Offices	\$250
Loan Management Services	\$250
Software AG	\$348.67

Turner Construction \$350

Moved by Julie Shepard, seconded by Chris Majewski. Motion passed unanimously, 5:0.

Discussion took place concerning the delineation of dues issues to be resolved as being bad or uncollectible debt as opposed to dues billing errors and that distinctions be noted in QuickBooks under the appropriate member records. Jason will work with SNTMA Bookkeeper Peg Mucci to update this information in QuickBooks.

- D. 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 May 22 with any noted changes incorporated into a finalized version to be submitted to the board at its June 4th meeting.
- E. Executive Director's Report – Jason Vitaich, Executive Director
Jason reported that dues collection was going well, overall. At this point, 84% of adjusted dues invoiced for 2008 have been collected. Jason announced that the Caltrans building at 2800 Gateway Oaks had recently agreed to become a member and that with this addition as well as progress being made with current member University of Phoenix that there was tremendous opportunity to provide services to more South Natomas member companies and their respective staffs.
- F. Membership Services Report - Stephanie Merten, Membership Services Manager
Stephanie reported that 43 RT passes were assigned in April, as well as many trip plan requests. There were 187 more SNTMA Commuter Club members from the end of March through May 6th. 93 transit photos were successfully taken at the University of Phoenix, a member that had not been utilizing our programs and services previously. We have taken transit photos at two of the three newest Sutter Health offices that have become members. Two Bike Clinics were held in the last week – one at CH2MHill and the other at new SNTMA member Caltrans 2800 Gateway Oaks.

Stephanie stated that there was still a need for a Bike Commute Month Judge; Keith McGregor agreed to be a judge.

III. Adjourn

The meeting was adjourned at 8:50 AM. The next meeting is scheduled for Wednesday, June 4, at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Keith McGregor
Board Vice-President