South Natomas TMATM Board of Directors Meeting Wednesday, December 5, 2014 Meeting Minutes

I. Call to Order

President Chris Antonucci called the meeting to order at approximately 7:33AM on Wednesday, December 3, 2014 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Chris Antonucci, Mary Christian, Jennifer Elwood, Suman Jha, Scott Little, Matt McNamara, Kendra Murray, Taneisha Spain, Bill Vanderslice and SNTMA staff Stephanie Merten and Jason Vitaich.

II. Approval of Previous Meeting's Minutes

A motion was made to approve the November 5, 2014 Board Meeting Minutes. The motion was moved by Matt McNamara, seconded by Suman Jha. The motion passed 6:0:2, with Mary Christian and Kendra Murray abstaining.*

(*Jennifer Elwood arrived shortly after this vote was taken.)

III. New Business

A motion was made by Chris Antonucci to approve increasing the number of walking subsidies for 2015 to 20. The motion was seconded by Kendra Murray. The motion passed unanimously, 9:0.

A motion was made by Matt McNamara to approve the requested paid time off payouts in accordance with SNTMA polices. The motion was seconded by Suman Jha. The motion passed unanimously, 9:0.

- A. Executive Director Jason Vitaich delivered the following report:
 - The new Employee Manual is nearly finalized; final version to be disseminated to SNTMA Board likely prior to January SNTMA Board meeting.
- B. Stephanie Merten delivered the following Membership Report:
 - Commuter Club
 - o Commuter Club is performing well

• Campaigns and events promoted through the Commuter Club

 11/10 Email to all Commute Coordinators RE: Subsidies, Facebook and Natomas Bike Shop free roadside repair clinic.

Programs

- o Twelve Low Emissions subsidies awarded for November
- o Five AMTRAK subsidies awarded for November
- o Three Bike Maintenance subsidies awarded for November
- o Five Transit subsidies awarded for November
- o Twenty-nine Carpool subsidies awarded for November
- o Two residential car charging subsidies awarded for November

- o Two hundred fifty-nine "LIKES" on Facebook as of November
- o Five monthly Facebook Contest entries
- o Two Residential Car Charging subsidies awarded for November

Meetings

o 11/12 November TDM Task Force and May Is Bike Month meeting

• December Activities

- Deliver fifty-six subsidy checks, four weekly gas card drawing gift cards, five Facebook Contest prizes
- Prepare and deliver end of year gifts for Commute Coordinators and Property Managers
- o Plan next February Commuter Club Luncheon
- o Plan 2015 Annual Meeting and Luncheon
- Update program flyers for 2015 as needed and post on website and Facebook
- o Contact all first place winners of 2014 SNTMA Monthly Facebook Contest
- Reconcile current tenant lists with SNTMA website membership directory and Commuter Club Employer list

After discussion regarding the draft 2015 budget and programs, the SNTMA Board went into Closed Session at approximately 8:20am. The following motions were reported out of Executive Session by SNTMA Secretary Bill Vanderslice:

A motion was made by Suman Jha to fully fund the budgeted amount of end of year bonuses for the Executive Director and the Membership Services Manager. The motion was seconded by Mary Christian. The motion passed unanimously, 9:0.

A motion was made by Suman Jha to authorize a 3% Cost of Living Adjustment (COLA) to the salaries of the Executive Director and the Membership Services Manager effective January 1, 2015. The motion was seconded by Mary Christian. The motion passed unanimously, 9:0.

Once back in Open Session at approximately 8:45am, the following motions were made:

A motion was made by Matt McNamara to approve SNTMS 401k matching contribution to staff of up to 3%. The motion was seconded by Bill Vanderslice. The motion passed unanimously, 9:0.

A motion was made by Chris Antonucci to approve the 2015 SNTMA Budget (see Attachment "A"). The motion was seconded by Matt McNamara. The motion passed unanimously, 9:0.

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IV. Adjourn

The meeting adjourned at approximately 8:53 AM. The next SNTMA Board meeting is scheduled for Wednesday, January 7, 2015 at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Bill Vanderslice SNTMA Secretary

П																TOTAL
Ħ	+			Jan. 45	F-1-45	M45	A45	M45	h 45	1145	A45	0 45	0-145	Nov. 45	D45	
H	Outlines to a series francisco			Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan - Dec 15
		dinary Income/Expense														
H		Incom														
H	+	401	02 · Tenant Dues	17,083.00	17,083.00	17,083.00	17,083.00	17,083.00	17,083.00	17,083.00	17,083.00	17,083.00	17,083.00	17,083.00	17,083.00	204,996.00
Н		401	03 - Developer Dues	3,646.00	3,646.00	3,646.00	3,646.00	3,646.00	3,646.00	3,646.00	3,646.00	3,646.00	3,646.00	3,646.00	3,646.00	43,752.00
\perp	\perp	401	05 - SACOG Grant	0.00	0.00	0.00	7,437.00	0.00	0.00	7,437.00	0.00	0.00	7,437.00	0.00	7,437.00	29,748.00
Ш		401	07 · SACOG Bike Month Reimbursements	0.00	0.00	0.00	100.00	500.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00
Ш		Total I	ncome	20,729.00	20,729.00	20,729.00	28,266.00	21,229.00	20,829.00	28,166.00	20,729.00	20,729.00	28,166.00	20,729.00	28,166.00	279,196.00
Ц	Gr	oss Pr	ofit	20,729.00	20,729.00	20,729.00	28,266.00	21,229.00	20,829.00	28,166.00	20,729.00	20,729.00	28,166.00	20,729.00	28,166.00	279,196.00
Ш		Expen	se													
		Adr	ninistrative Expenses													
			Salaries and Wages													
			50100 - Salary - Executive Director	6,326.26	6,326.26	6,326.26	6,326.26	6,326.26	6,326.26	6,326.26	6,326.26	6,326.26	6,326.26	6,326.26	6,326.26	75,915.12
			50110 · Bonus - Executive Director	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
			50120 · Salary - Member Services Mgr	4,220.94	4.220.94	4,220,94	4.220.94	4.220.94	4.220.94	4.220.94	4.220.94	4,220.94	4.220.94	4.220.94	4.220.94	50.651.28
			50130 · Bonus - Member Services Mgr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
		Η,	Total Salaries and Wages	10.547.20	10.547.20	10.547.20	10.547.20	10.547.20	10.547.20	10,547.20	10.547.20	10,547.20	10.547.20	10,547.20	15,047.20	131,066.40
П			Payroll Expenses	10,047.20	10,047.20	10,047.20	10,547.20	10,047.20	10,547.20	10,047.20	10,547.20	10,547.20	10,047.20	10,047.20	10,047.20	131,000.40
Ħ		Ħ.	50300 · Employee Benefits	502.00	502.00	502.00	502.00	502.00	502.00	502.00	502.00	502.00	502.00	502.00	502.00	6.024.00
					180.00	180.00	180.00					180.00	180.00	180.00	180.00	2,160.00
\forall			50325 · Payroll Fees - Staff Resources	180.00				180.00	180.00	180.00	180.00					
H	Н	H	50350 · Payroll Taxes	1,165.50	1,165.50	1,165.50	806.50	806.50	806.50	806.50	806.50	806.50	883.50	883.50	883.50	10,986.00
H	+	Н	50425 · 401(k) Match	316.42	316.42	316.42	316.42	316.42	316.42	316.42	316.42	316.42	316.42	316.42	316.42	3,797.04
H	+	\mathbb{H}	50400 · Worker's Compensation Insurance	138.00	138.00	139.00	138.00	139.00	139.00	138.00	139.00	139.00	152.00	152.00	152.00	1,703.00
\mathbb{H}	-	1	Total Payroll Expenses	2,301.92	2,301.92	2,302.92	1,942.92	1,943.92	1,943.92	1,942.92	1,943.92	1,943.92	2,033.92	2,033.92	2,033.92	24,670.04
		Tot	al Administrative Expenses	12,849.12	12,849.12	12,850.12	12,490.12	12,491.12	12,491.12	12,490.12	12,491.12	12,491.12	12,581.12	12,581.12	17,081.12	155,736.44

Operating Expenses													
51000 - Automobile Expense	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
51005 - Board Member Gifts	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
51010 · Business Tax	0.00	0.00	0.00	0.00	0.00	110.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
51015 - Depreciation	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
51025 · Dues and Subscriptions	907.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,057.00
51050 · Insurance	0.00	0.00	0.00	0.00	0.00	2,100.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00
51700 · Meals and Entertainment	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
51725 · Office Expense	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
51730 · Professional Fees													
53401 - Accounting	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00
53403 · Audit	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
53404 · Computer Adminstration (IT)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
53405 · Legal	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
43406 · Bank Service and Finance Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 51730 · Professional Fees	500.00	500.00	1,100.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,600.00
51735 · Rent	662.00	662.00	662.00	662.00	662.00	680.00	680.00	680.00	680.00	680.00	680.00	680.00	8,070.00
51750 · Staff Seminars and Travel	2,050.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	2,600.00
52300 · Telephone and Utilities	240.00	840.00	270.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	3,510.00
Total Operating Expenses	4,719.00	2,412.00	2,942.00	1,962.00	1,812.00	4,040.00	1,830.00	1,830.00	1,830.00	1,830.00	1,830.00	1,830.00	28,867.00

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$oxed{\bot}$	Ц	Me	Membership Programs & Outreach			1		1								
	Ц		Subsidies													
	Ш		51200 · Guaranteed Ride Home	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
			51400 · Vanpool Subsidy	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	1,320.00
			51450 · Carpool Subsidy	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
			51475 · RT Pass Subsidy	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
			51500 · Transit													
			51501 · Amtrak	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
			Total 51500 · Transit	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
			56010 · Bike Subsidy - Purchase	0.00	0.00	0.00	14,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,400.00
			56015 · Bike Subsidy - Maintenance	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00
			56055 · Capital Improvements Program	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00
			56066 · Residential Car Charging Subsdy	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
			56067 · Walking Subsidy	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
	П		56068 · High Efficiency Auto Subsidy	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
\dagger	Ħ	\dagger	56069 · Commuter Bike Subsidy-Purchase Total Subsidies	7,510.00	5,510.00	15,510.00	19,910.00	5,510.00	5,510.00	5,510.00	5,510.00	5,510.00	5,510.00	5,510.00	5,510.00	92,520.00
\dagger	Ħ			7,310.00	5,510.00	10,010.00	13,310.00	5,510.00	5,510.00	5,510.00	5,510.00	5,510.00	5,510.00	5,510.00	0,010.00	52,520.00
\dagger	Ħ		Programs 56005 Bike Safety Clinics	0.00	0.00	150.00	150.00	150.00	150.00	150.00	150.00	0.00	0.00	0.00	0.00	900.00
+	H	+	56005 · Bike Safety Clinics	0.00	0.00	150.00	150.00	150.00	150.00	150.00	150.00	0.00		0.00	0.00	
H	\dagger	+	56008 · Bike Share Program	0.00	3,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,750.00
+	H		Total Programs	0.00	3,750.00	150.00	150.00	150.00	150.00	150.00	150.00	0.00	0.00	0.00	0.00	4,650.00
	H		Outreach													+
	Н		51505 · Property Manager Appreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	700.00
	H		51595 · Marketing and Promotion Mat.	2,100.00	135.00	135.00	2,100.00	535.00	2,385.00	2,635.00	535.00	135.00	1,985.00	135.00	135.00	12,950.00
	H		52550 · Ice Cream Social					485.00	485.00	485.00	485.00					1,940.00
	H		Total 51595 · Marketing and Promotion Mat.	2,100.00	135.00	135.00	2,100.00	1,020.00	2,870.00	3,120.00	1,020.00	135.00	1,985.00	135.00	135.00	14,890.00
	H		51600 · Commuter Club					+ +								
	Н		51590 · Commuter Club Incentives	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
	H		52541 · CC Website Development	2,166.00	166.00	166.00	166.00	166.00	166.00	166.00	166.00	166.00	166.00	166.00	174.00	4,000.00
	H	+	Total 51600 · Commuter Club	2,291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	299.00	5,500.00
\vdash	H		51804 - Annual Meeting													+
	Н	+	51808 - Annual Member Recognition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	0.00	2,100.00
	H		51804 · Annual Meeting - Other	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
+	H	+	Total 51804 - Annual Meeting	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	0.00	7,100.00
	Н		52400 · Sponsorship	0.00	0.00	0.00	275.00	160.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	935.00
	H		56002 · Bike Commute Month	0.00	0.00	1,000.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
+	H		56003 · Quarterly Educational Lunches	0.00	400.00	0.00	400.00	0.00	0.00	0.00	400.00	0.00	400.00	0.00	0.00	1,600.00
	H		56070 · Facebook Contests and Incentive	610.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	2,370.00
+	H	+	Total Outreach	5,001.00	5,986.00	1,586.00	3,226.00	2,131.00	3,321.00	3,571.00	1,871.00	1,086.00	2,836.00	2,686.00	1,294.00	34,595.00
	H	To	otal Membership Programs & Outreach	12,511.00	15,246.00	17,246.00	23,286.00	7,791.00	8,981.00	9,231.00	7,531.00	6,596.00	8,346.00	8,196.00	6,804.00	131,765.00
+	Ш	Total	al Expense	30,079.12	30,507.12	33,038.12	37,738.12	22,094.12	25,512.12	23,551.12	21,852.12	20,917.12	22,757.12	22,607.12	25,715.12	316,368.44
Ne	et O	dina	ary Income	-9,350.12	-9,778.12	-12,309.12	-9,472.12	-865.12	-4,683.12	4,614.88	-1,123.12	-188.12	5,408.88	-1,878.12	2,450.88	-37,172.44
Ot	her	Inco	ome/Expense													
	Oth	er In	Income					+ +								+
+			00 · Interest Income	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
+			Other Income	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
+			Expense					+ +								+
+	!	5606	65 · Major Capital Improvements (a)	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
+	Tot	al Ot	Other Expense	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
Ne	Net Other Income			-2,380.00	-2,380.00	-2,380.00	-2,380.00	-2,380.00	-2,380.00	-2,380.00	-2,380.00	-2,380.00	-2,380.00	-2,380.00	-2,380.00	-28,560.00
Net li	nco	ne		-11,730.12	-12,158.12	-14,689.12	-11,852.12	-3,245.12	-7,063.12	2,234.88	-3,503.12	-2,568.12	3,028.88	-4,258.12	70.88	-65,732.44
	Ц															-
(a	1)	CO	DNTINGENT EXPENSES - expenses allocated for	programs co	ontingent upo	n availabilty	of participation	n to be funde	d by reserve	accounts : Ro	B CD \$186.7	29; ML Mone	ey Market \$64	,630 ; ML		+
			serve \$1,373 ; FirstBank CD \$13,000 ; Discover C			a CD \$20,000;		(2) \$35,000;								
						Зери		.,		-		-	-			