

**South Natomas TMA™
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**
 - 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**
 - Twelve Low Emissions subsidies awarded for November
 - Five AMTRAK subsidies awarded for November
 - Three Bike Maintenance subsidies awarded for November
 - Five Transit subsidies awarded for November
 - Twenty-nine Carpool subsidies awarded for November
 - Two residential car charging subsidies awarded for November

- Two hundred fifty-nine “LIKES” on Facebook as of November
- Five monthly Facebook Contest entries
- Two Residential Car Charging subsidies awarded for November
- **Meetings**
 - 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
 - Plan next February Commuter Club Luncheon
 - Plan 2015 Annual Meeting and Luncheon
 - Update program flyers for 2015 as needed and post on website and Facebook
 - 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.

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

