

**South Natomas TMA™
Board of Directors Meeting
Wednesday, January 6, 2016
Meeting Minutes**

I. Call to Order

President Chris Antonucci called the meeting to order at approximately 7:32AM on Wednesday, January 6, 2016 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Chris Antonucci, Mary Christian (via telephone), Jennifer Elwood, Suman Jha, Kendra Murray, Derrick Tsang, and SNTMA staff Stephanie Merten and Jason Vitaich.

II. Approval of Previous Meeting's Minutes

A motion was made to approve the December 2, 2015 Board Meeting Minutes. The motion was moved by Kendra Murray, seconded by Mary Christian. The motion passed unanimously, 6:0.* (*Derrick Tsang had not yet arrived when this vote was taken).

III. New Business

(*Derrick Tsang arrived at the meeting at approximately 7:42.)

A motion was made by Chris Antonucci to approve the 2016 SNTMA Budget (see Attachment "A"). The motion was seconded by Suman Jha. The motion passed unanimously, 7:0.*

A motion was made by Laurie Melson to write off the outstanding dues of the following SNTMA companies;

Bevan & Bevan & Associates	1050.00
Chipotle	525.40
Creskide Natomas Partners, LLC	11,263.42
Thomas Minder & Associates	350.00

The motion was seconded by Suman Jha. The motion passed unanimously, 7:0.

A motion was made by Mary Christian to adopt the following policy language relating to the collection of SNTMA dues;

"DUES POLICY

Membership dues shall be due on the first day of January of each year. Membership shall be delinquent if dues are not paid within sixty (60) days of the due date, at which time the member may be ineligible for participation in membership benefit programs."

The motion was seconded by Chris Antonucci. The motion passed unanimously, 7:0.

A motion was made by Kendra Murray to approve the following amendment to the SNTMA Bylaws at the SNTMA Annual Meeting;

SECTION 6.3 - ELECTION AND TERM OF OFFICE OF DIRECTORS.

Each director shall be elected for a term of three (3) years or until his or her successor is elected. Approximately one-third (1/3) of the active number of directors shall be elected to the board of directors each year. Provided, however, that no director, other than a director who is serving as president, shall serve on the board for more than twelve (12) consecutive years.

The motion was seconded by Suman Jha. The motion passed unanimously, 7:0.

A. Executive Director Jason Vitaich delivered the following report:

- 2015 dues invoicing continues. Currently following up with member companies currently delinquent on dues.

B. Stephanie Merten delivered the following Membership Report:

- **Commuter Club**
 - Preparing for Commuter Club enhancements
- **Campaigns and events promoted through the Commuter Club**
 - 12/16 Email to all Commute Coordinators regarding monthly programs and benefits email
- **Programs**
 - thirty-seven carpool subsidies in December
 - twenty-three low emissions subsidies in December
 - five transit subsidies in December
 - five AMTRAK subsidies in December
 - one bicycle maintenance subsidies in December
 - four people / four entries for Monthly Facebook contest in December
 - Three hundred twenty-eight Facebook “LIKES”
- **Meetings**
 - N/A
- **Other**
 - Packaged and delivered 196 Commuter Coordinator end of year thank you gifts
- **January Activities**
 - Award Facebook 2015 cash grand prizes
 - Deliver seventy-two December subsidy checks, four Facebook prizes, three grand prizes and five gas cards
 - Buy first quarter Facebook prizes at Costco
 - 1/12 Commuter Disaster Preparedness Breakfast
 - Report to SACOG for contract
 - 1/19 marketing meeting for first quarter and annual meeting promotional item

- Planning and preparing for SNTMA Annual Meeting on March 9th

IV. Adjourn

The meeting adjourned at approximately 8:37 AM. The next SNTMA Board meeting is scheduled for Wednesday, February 3, 2016 at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Bill Vanderslice
SNTMA Secretary

	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan - Dec 16	TOTAL
Ordinary Income/Expense														
Income														
40102 - 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	215,000.00	
40103 - Developer Dues	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	
40105 - SACOG Grant	0.00	0.00	0.00	7,643.00	0.00	0.00	7,643.00	0.00	0.00	7,643.00	0.00	7,643.00	30,574.00	
40107 - 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	
Total Income	18,333.00	18,333.00	18,333.00	26,076.00	18,833.00	18,433.00	25,976.00	18,333.00	18,333.00	25,976.00	18,333.00	25,976.00	251,288.00	
Gross Profit	18,333.00	18,333.00	18,333.00	26,076.00	18,833.00	18,433.00	25,976.00	18,333.00	18,333.00	25,976.00	18,333.00	25,976.00	251,288.00	
Expense														
Administrative 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	
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	
Payroll Expenses														
50300 - Employee Benefits	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	13,200.00	
50325 - Payroll Fees - Staff Resources	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	3,300.00	
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	
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	
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	
Total Payroll Expenses	2,994.92	2,994.92	2,995.92	2,635.92	2,636.92	2,636.92	2,635.92	2,636.92	2,636.92	2,726.92	2,726.92	2,726.92	32,986.04	
Total Administrative Expenses	13,542.12	13,542.12	13,543.12	13,183.12	13,184.12	13,184.12	13,183.12	13,184.12	13,184.12	13,274.12	13,274.12	17,774.12	164,052.44	

Net Ordinary Income	-12,889.12	-13,717.12	-15,648.12	-13,205.12	-4,804.12	-13,822.12	881.88	-5,062.12	4,127.12	1,675.88	-5,817.12	-1,282.12	-87,816.44
Other Income/Expense													
Other Income													
40200 - 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
Total 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
Other Expense													
56065 - 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
Total 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
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 Income	-15,269.12	-16,097.12	-18,028.12	-15,585.12	-7,184.12	-16,202.12	-1,498.12	-7,442.12	-6,507.12	-704.12	-8,197.12	-3,662.12	-116,376.44
(a)													
CONTINGENT EXPENSES - expenses allocated for programs contingent upon availability of participation to be funded by reserve accounts : RCB CD \$118,293 ; ML Money Market \$44,966 ; ML Reserve \$24,632 ; Discover CD \$18,000 ; Bank of China CD \$20,000 ; CD Discover (2) \$35,000 ; Goldman Sachs CD \$10,000 ; Goldman Sachs (2) \$25,000 (all balances as of September 30, 2015).													