

**South Natomas TMA™  
Board of Directors Meeting  
Wednesday, January 8, 2014  
Meeting Minutes**

**I. Call to Order**

President Mary Christian called the meeting to order at approximately 7:32AM on Wednesday, January 8, 2014 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Chris Antonucci, Mary Christian, Doug Fredericks, Suman Jha, Matt McNamara, Bill Vanderslice and SNTMA staff Stephanie Merten and Jason Vitaich. Also attending was Gene Endicott of Endicott Communications.

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

A motion was made to approve the December 4, 2013 Board Meeting Minutes. The motion was moved by Bill Vanderslice, seconded by Suman Jha. The motion passed 2:0:4, with Chris Antonucci, Mary Christian, Doug Fredericks and Matt McNamara abstaining.

**III. New Business**

A motion was made by Mary Christian to approve the 2014 SNTMA budget (see attachment "A"). The motion was seconded by Suman Jha. The motion passed unanimously, 6:0.

A. Executive Director Jason Vitaich delivered the following report:

- 2014 dues invoicing is going well, all invoices mailed out just before the end of the calendar year.

B. Jason Vitaich delivered the following Membership Report:

- **Commuter Club**
  - SNTMA Commuter Club is performing well
- **Campaigns and events promoted through the Commuter Club**
  - 11/14 Email to all Commute Coordinators regarding Facebook
  - 11/20 Email to all Property Managers offering SNTMA Santa & Elf for tenant events
- **Programs**
  - Two Major Capital Improvements Subsidies awarded
  - Two bike maintenance subsidies awarded in December
  - Two transit subsidies awarded in December
  - Five Facebook contest entries
  - One hundred eighty-six pairs of tech gloves delivered to all Commute Coordinators
  - Nineteen Property Managers and one bookkeeper received \$50 restaurant gift cards
  - 12/12/13 tenant appreciation breakfast hosted by Jones Lang LaSalle
  - 12/12/13 tenant appreciation event hosted by CBRE

- **Meetings**
  - 12/11 TDM Task Force & May Is Bike Month Meetings
- **Other**
  - Completed flyers are on the SNTMA website and Facebook page
  - 2/12/14 Commuter Club lunch keynote speaker scheduled, Trip Linking will be the topic
  - Reconciled current tenant lists with QuickBooks for December billing, SNTMA website, Member Directory page and Commuter Club SNTMA employer list
- **January Activities**
  - 24<sup>th</sup> SNTMA Annual Meeting & Lunch preparations
  - 1/15/14 Grand Prize winners of the 2013 Monthly Facebook Contest will be announced
  - 1/22/14 marketing meeting for the Q1 and Annual Meeting promotional items
  - Promoting OfficeShare bicycles

**IV. Adjourn**

The meeting was adjourned at approximately 8:45 AM. The next SNTMA Board meeting is scheduled for Wednesday, February 5, 2014 at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Bill Vanderslice  
SNTMA Secretary

11-07-08  
 01/08/14  
 01/08/14

SG NITOMAS TRANSPORTATION MANAGEMENT ASSN.  
 Profit & Loss Budget Overview  
 January through December 2014

	Jan 14	Feb 14	Mar 14	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	TOTAL
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
40102 - Tenant Dues	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	16,250.00	196,000.00
40103 - Developer Dues	3,166.00	3,166.00	3,166.00	3,166.00	3,166.00	3,166.00	3,166.00	3,166.00	3,166.00	3,166.00	3,166.00	3,166.00	37,992.00
40106 - 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	30,572.00
40107 - SACOG Bldg Month Reimbursements	0.00	0.00	0.00	100.00	500.00	500.00	500.00	0.00	0.00	0.00	0.00	0.00	700.00
<b>Total Income</b>	<b>19,416.00</b>	<b>19,416.00</b>	<b>19,416.00</b>	<b>27,159.00</b>	<b>19,816.00</b>	<b>19,816.00</b>	<b>27,059.00</b>	<b>19,416.00</b>	<b>19,416.00</b>	<b>27,059.00</b>	<b>19,416.00</b>	<b>27,059.00</b>	<b>264,294.00</b>
<b>Gross Profit</b>	<b>19,416.00</b>	<b>19,416.00</b>	<b>19,416.00</b>	<b>27,159.00</b>	<b>19,816.00</b>	<b>19,816.00</b>	<b>27,059.00</b>	<b>19,416.00</b>	<b>19,416.00</b>	<b>27,059.00</b>	<b>19,416.00</b>	<b>27,059.00</b>	<b>264,294.00</b>
<b>Expense</b>													
<b>Administrative Expenses</b>													
<b>Salaries and Wages</b>													
80100 - Salary - Executive Director	6,142.00	6,142.00	6,142.00	6,142.00	6,142.00	6,142.00	6,142.00	6,142.00	6,142.00	6,142.00	6,142.00	6,142.00	73,704.00
80110 - 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	2,000.00	2,000.00
80120 - Salary - Member Services Mgr	4,098.00	4,098.00	4,098.00	4,098.00	4,098.00	4,098.00	4,098.00	4,098.00	4,098.00	4,098.00	4,098.00	4,098.00	49,176.00
80130 - 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	1,000.00	1,000.00
80150 - Wages - Trip Planner	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
<b>Total Salaries and Wages</b>	<b>10,270.00</b>	<b>10,270.00</b>	<b>10,270.00</b>	<b>10,270.00</b>	<b>10,270.00</b>	<b>10,270.00</b>	<b>10,270.00</b>	<b>10,270.00</b>	<b>10,270.00</b>	<b>10,270.00</b>	<b>10,270.00</b>	<b>13,270.00</b>	<b>136,540.00</b>
<b>Payroll Expenses</b>													
80500 - Employee Benefits	801.00	801.00	801.00	800.00	801.00	801.00	800.00	801.00	801.00	801.00	801.00	801.00	9,609.00
80228 - Payroll Fees - Staff Resources	73.00	73.00	73.00	455.00	455.00	456.00	371.00	371.00	372.00	587.00	586.00	586.00	4,480.00
80580 - Payroll Taxes	1,142.00	1,143.00	1,143.00	763.00	763.00	764.00	763.00	763.00	784.00	860.00	860.00	860.00	17,408.00
80430 - Worker's Compensation Insurance	138.00	138.00	138.00	138.00	138.00	138.00	138.00	138.00	138.00	152.00	152.00	152.00	1,720.00
<b>Total Payroll Expenses</b>	<b>2,153.00</b>	<b>2,155.00</b>	<b>2,156.00</b>	<b>2,176.00</b>	<b>2,178.00</b>	<b>2,180.00</b>	<b>2,080.00</b>	<b>2,080.00</b>	<b>2,096.00</b>	<b>2,400.00</b>	<b>2,398.00</b>	<b>2,401.00</b>	<b>33,180.00</b>
<b>Total Administrative Expenses</b>	<b>12,423.00</b>	<b>12,425.00</b>	<b>12,426.00</b>	<b>12,446.00</b>	<b>12,448.00</b>	<b>12,450.00</b>	<b>12,350.00</b>	<b>12,356.00</b>	<b>12,366.00</b>	<b>12,670.00</b>	<b>12,668.00</b>	<b>15,671.00</b>	<b>159,420.00</b>

10 of 68  
 1/8/14  
 Annual Book

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.  
 Profit & Loss Budget Overview  
 January through December 2014

	TOTAL												
	Jan 14	Feb 14	Mar 14	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan - Dec 14
<b>Operating Expenses</b>													
81000 - 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
81005 - 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
81010 - 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
81015 - 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
81025 - 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
81080 - 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
81730 - Meals and Entertainment	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
81735 - 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
81750 - Professional Fees													
85401 - 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
85402 - 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
85404 - Computer Administration (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
85405 - Legal	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
45408 - 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
<b>Total 81750 - Professional Fees</b>	<b>800.00</b>	<b>800.00</b>	<b>1,100.00</b>	<b>800.00</b>	<b>800.00</b>	<b>800.00</b>	<b>800.00</b>	<b>800.00</b>	<b>800.00</b>	<b>800.00</b>	<b>800.00</b>	<b>800.00</b>	<b>8,600.00</b>
81755 - Rent	628.00	628.00	628.00	628.00	640.00	640.00	640.00	640.00	640.00	640.00	640.00	640.00	7,636.00
81760 - Staff Seminars and Travel	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
82300 - Telephone and Utilities	240.00	240.00	270.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	240.00	2,810.00
<b>Total Operating Expenses</b>	<b>2,688.00</b>	<b>2,378.00</b>	<b>2,958.00</b>	<b>1,828.00</b>	<b>1,760.00</b>	<b>4,000.00</b>	<b>1,760.00</b>	<b>1,760.00</b>	<b>1,760.00</b>	<b>1,760.00</b>	<b>1,760.00</b>	<b>1,760.00</b>	<b>26,428.00</b>



**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.**  
**Profit & Loss Budget Overview**  
 January through December 2014

	<b>TOTAL</b>												
	<b>Jan 14</b>	<b>Feb 14</b>	<b>Mar 14</b>	<b>Apr 14</b>	<b>May 14</b>	<b>Jun 14</b>	<b>Jul 14</b>	<b>Aug 14</b>	<b>Sep 14</b>	<b>Oct 14</b>	<b>Nov 14</b>	<b>Dec 14</b>	<b>Jan - Dec 14</b>
<b>Membership Programs &amp; Outreach</b>													
<b>Subsidies</b>													
01200 - Guaranteed Ride Home	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00
01400 - 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
01400 - Carpool Subsidy	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	2,000.00	1,000.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	14,000.00
01470 - RT Pass Subsidy	790.00	790.00	790.00	790.00	790.00	1,500.00	790.00	1,500.00	790.00	790.00	790.00	790.00	10,500.00
<b>01800 - Transit</b>													
01801 - Amtrak	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	3,000.00
<b>Total 01800 - Transit</b>	<b>290.00</b>	<b>290.00</b>	<b>290.00</b>	<b>290.00</b>	<b>290.00</b>	<b>290.00</b>	<b>290.00</b>	<b>290.00</b>	<b>290.00</b>	<b>290.00</b>	<b>290.00</b>	<b>290.00</b>	<b>3,000.00</b>
06010 - Bike Subsidy - Purchase	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
06010 - Bike Subsidy - Maintenance	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
06050 - Capital Improvements Program	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	15,000.00
06060 - Residential Car Charging Subsidy	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
06070 - Walking Subsidy	0.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
06080 - 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
06090 - Commuter Bike Subsidy-Purchase	0.00	0.00	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
<b>Total Subsidies</b>	<b>4,710.00</b>	<b>4,710.00</b>	<b>15,210.00</b>	<b>15,210.00</b>	<b>4,710.00</b>	<b>6,480.00</b>	<b>4,710.00</b>	<b>6,480.00</b>	<b>4,710.00</b>	<b>4,710.00</b>	<b>4,710.00</b>	<b>4,710.00</b>	<b>82,000.00</b>
<b>Programs</b>													
06000 - 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
06000 - Bike Share Program	0.00	3,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,700.00
<b>Total Programs</b>	<b>0.00</b>	<b>3,700.00</b>	<b>150.00</b>	<b>150.00</b>	<b>150.00</b>	<b>150.00</b>	<b>150.00</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,680.00</b>

12/18/13  
 10:15 AM  
 Admin Data

SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.  
 Profit & Loss Budget Overview  
 January through December 2014

	Jan 14	Feb 14	Mar 14	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	TOTAL Jan - Dec 14
<b>Outreach</b>													
0100 - 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
0100 - Marketing and Promotion Mat.	2,100.00	135.00	135.00	135.00	535.00	3,365.00	535.00	535.00	1,965.00	135.00	135.00	3,325.00	11,075.00
<b>0100 - Commuter Club</b>													
0100 - Commuter Club Incentive	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	1,500.00
0201 - CC Website Development	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	174.00	2,000.00
Total 0100 - Commuter Club	291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	291.00	299.00	3,500.00
<b>0100 - Annual Meeting</b>													
0100 - Annual Member Recognition	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
0100 - Annual Meeting - Other	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	7,000.00
Total 0100 - Annual Meeting	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	7,000.00
0200 - Sponsorship	0.00	0.00	0.00	275.00	180.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	955.00
0200 - Bike Commute Month	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
0200 - Quarterly Educational Lunches	0.00	0.00	400.00	0.00	0.00	400.00	0.00	0.00	400.00	0.00	0.00	400.00	1,600.00
0200 - Facebook Contests and Incentive	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	1,800.00
Total Outreach	2,550.00	5,595.00	996.00	991.00	3,146.00	3,736.00	996.00	996.00	3,336.00	596.00	3,596.00	3,884.00	27,730.00
Total Membership Programs & Outreach	7,291.00	14,046.00	16,346.00	17,321.00	7,096.00	8,846.00	8,846.00	7,596.00	8,046.00	5,296.00	7,296.00	8,596.00	114,400.00
Total Expense	22,370.00	26,860.00	31,661.00	31,596.00	31,244.00	26,596.00	18,946.00	26,480.00	22,352.00	19,796.00	21,796.00	26,055.00	300,250.00
Net Ordinary Income	-2,954.00	-8,434.00	-12,265.00	-4,437.00	-1,328.00	4,760.00	7,061.00	-4,034.00	-2,784.00	7,203.00	-2,339.00	1,004.00	-35,949.00
<b>Other Income/Expense</b>													
<b>Other Income</b>													
4200 - 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
<b>Other Expense</b>													
0200 - Major Capital Improvements	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	-4,934.00	-11,854.00	-14,645.00	-4,817.00	-6,708.00	-1,168.00	4,681.00	-1,414.00	-5,164.00	4,823.00	-4,719.00	-1,335.00	-64,509.00