



# CTAI Board Meeting Minutes

## Wednesday, July 7th, 2010

### CTAI Conference Room

#### Meeting Attendance

**Board Members: In Person:** Cecelia Hockett, Charles Trainor (COMPASS), **By Phone:** Tom La Pointe (VT), Denise Myler, Terri Lindenberg (TVT), Jason Miller (Mountain Rides) **Absent:** Kelli Fairless (VRT)

**Members and Guests:** Ross Mason (Health and Welfare), Jenn Connor (RedSky PR), Dave Hunt (PRT), Alisa Stone (City of Lewiston), Rick Thompson (VRT)

**Staff:** Heather Wheeler, Elsa Macdonald, Ken Bullock

#### Action Items

- A. **Approval of additions and revisions of the CTAI bylaws Section II Articles 5 with the revision that the phraseology state “no director or committee member shall receive a salary or other compensation for service in that capacity but may receive reimbursement for other expenses incurred in that service contingent on the annual budget.”**  
**Motion made by:** Terri Lindenberg **Seconded by:** Denise Myler  
**YEAS:** Charles Trainor, Denise Myler, Terri Lindenberg, Jason Miller, Cecelia Hockett  
**NAY:** Tom LaPointe  
**ABSENT:** Kelli Fairless
- B. **Approval of May 5<sup>th</sup> was delayed until the August Board Meeting 2010 Meeting Minutes**
- C. **Approval of June 3<sup>rd</sup>, 2010 Meeting Minutes**  
**Motion made by:** Charles Trainor **Seconded by:** Tom LaPointe  
**YEAS:** Charles Trainor, Denise Myler, Tom La Pointe, Jason Miller, Terri Lindenberg  
**ABSENT:** Kelli Fairless
- D. **Motion to approve May Financials**  
**Motion made by:** Terri Lindenberg **Seconded by:** Charles Trainor  
**YEAS:** Charles Trainor, Denise Myler, Tom La Pointe, Cecelia Hockett, Jason Miller, Terri Lindenberg  
**ABSENT:** Kelli Fairless
- E. **Motion to approve credit cards for Elsa MacDonald and that CTAI administrative office staff ought to have their limit raised to \$2000 each.**  
**Motion made by:** Charles Trainor **Seconded by:** Terri Lindenberg  
**YEAS:** Charles Trainor, Denise Myler, Terri Lindenberg, Cecelia Hockett, Jason Miller, Tom LaPointe  
**ABSENT:** Kelli Fairless
- F. **Motion to adjourn**  
**Motion to approve:** Charles Trainor **Seconded by:** Denise Myler  
**YEAS:** Cecelia Hockett, Charles Trainor, Denise Myler, Tom LaPointe, Jason Miller  
**ABSENT:** Kelli Fairless

## **Welcome/Introductions**

Heather and Cecelia welcomed everyone and made introductions of all present.

## **Financials**

Charles reviewed the May financials for the group and answered questions. There was discussion on creating a line of credit as a protection against untimely payment of ITD invoices. There was discussion on the travel budget. The financials were approved unanimously.

There was discussion on giving Elsa MacDonald a CTAI credit card with a limit of \$1500. It was decided the \$1500 limit was not high enough and that the limits on Heather Wheeler and Kristin McGee's credit card were not high enough. It was decided that all credit cards ought to have their limits raised to \$2000.

## **Marketing /Membership**

Elsa discussed the new marketing and communications plan. Members of the Marketing and Communications Committee were at the meeting in order to answer questions and concerns. There was discussion of what the benefits of membership ought to be.

Elsa gave an update on the fall conference. The participant sign up is slower than Elsa would like but she is seeing a good response from exhibitors.

## **Human Resources**

Heather updated the board on the Mobility Manager hiring for District 3. There were 21 applicants and she will be scaling that down to six (6) for interviews. She will have hiring complete by the end of the month.

## **Operations**

There was discussion on the revisions of the bylaws. Terri wanted to make sure that the term "no compensation" in the by-laws did not exclude the repayment of board members for necessary expenses incurred. New phrasing was discussed. Tom agreed that the phraseology should be included so that board members could be reimbursed for travel and other various expenses. There was unanimous approval of the new phraseology. Tom wanted to discuss the background of the vote and why he and other out of town members should be compensated.

Elsa gave an update on the RTAP trainings going on throughout the state. She also updated the Board on the Statewide Advisory Committee.

The Board reviewed Heathers operations update. There was discussion about KFH and CTAI's role in the planning process.

## **Board Development**

There was discussion of the Board recruitment strategies and timelines. There is a need for 6 new Board members to be identified for membership vote by the fall conference. Heather and Cecelia asked for all the current Board members to participate in filling out the matrix and identifying new board members from the general membership.

**Next Board Meeting**  
**August 3<sup>rd</sup> , 10 am- noon MST**  
**CTAI Conference Room/ Teleconference**