



CTAI Board Meeting Minutes

Tuesday, August 3rd, 2010

CTAI Conference Room

Meeting Attendance

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

Staff: Heather Wheeler, Elsa Macdonald, Kristin McGee, Vanessa Fry

Guests: Mary Leaton (Easy Office)

Action Items

- A. **Approval of May 5th and July 7th, 2010 Meeting Minutes**
Motion made by: Charles Trainor **Seconded by:** Terri Lindenberg
YEAS: Charles Trainor, Denise Myler, Terri Lindenberg, Cecelia Hockett
ABSENT: Kelli Fairless, Jason Miller
- B. **Motion to approve June Financials**
Motion made by: Terri Lindenberg **Seconded by:** Denise Myler
YEAS: Charles Trainor, Kelli Fairless, Denise Myler, Cecelia Hockett, Jason Miller, Terri Lindenberg
ABSENT: Jason Miller
- C. **Motion to approve Employee Handbook and Policy Manual with the changes around addressing disabled persons and people with disabilities.**
Motion made by: Kelli Fairless **Seconded by:** Charles Trainor
YEAS: Charles Trainor, Denise Myler, Terri Lindenberg, Cecelia Hockett, Jason Miller, Kelli Fairless
ABSENT: None
- D. **Motion to allow CTAI staff to make procedural changes with Board approval but continue to have all policy changes go through the board**
Motion to approve: Kelli Fairless **Seconded by:** Denise Myler
YEAS: Charles Trainor, Denise Myler, Terri Lindenberg, Cecelia Hockett, Jason Miller, Kelli Fairless
ABSENT: None
- E. **Motion to adjourn**
Motion to approve: Kelli Fairless **Seconded by:** Denise Myler
YEAS: Cecelia Hockett, Charles Trainor, Denise Myler, Jason Miller, Kelli Fairless
ABSENT: Terri Lindenberg

Welcome/Introductions

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

Financials

Mary Leaton reviewed the June financials for the group and answered questions. There was discussion on cash flow and ensuring ITD was making timely payments. A line of credit for protection against untimely payment was also further discussed. The financials were approved unanimously.

Marketing /Membership

Elsa gave an update on the fall conference. There were 20 registrants at the time of this Board meeting. There was discussion on ways to increase that amount before the conference including one day discounts and a multi registrant discounts. There was also an update on the 2011 conference; that date is set for October 6-8, 2011 in Sun Valley, Idaho.

Elsa included a brief Marketing and Communications Committee update as well.

Human Resources

Heather discussed the Employee Handbook and Policy Manual with the Board. The Board elected to make a few minor changes to terminology used and asked to include weather as a reason staff would not be held liable for travel expenses on a cancelled trip. The Board approved the new manual and handbook with changes unanimously.

In addition, the board approved (unanimously) a motion to allow CTAI staff to amend the handbook and policy manual as needed for grammatical and procedural issues. Board will still need to approve any policy changes or procedural changes that affect a policy's intent.

Heather updated the board on the Mobility Managers. She let them know that 4 of the five have started and that Brooke Green was hired for District 3 and will start September 7, 2010.

Operations

Heather gave a brief operations update. Elsa went through an RTAP update that included updates on current and upcoming statewide trainings. There was also discussion of RTAP funds and what was still available to the potential recipients. Currently, the funds are being used very slowly so there was some discussion on how to get the word out on their availability.

Board Development

There was discussion of the Board recruitment strategies and timelines. With Tom La Pointe's resignation there is a now a need for 7 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 recruiting.

Next Board Meeting
September 13th, 11 am- noon MST
CTAI Annual Conference
Boise State Simplot Ballroom