



CTAI Board Meeting Minutes

Wednesday, October 6th, 2010

CTAI Conference Room

Meeting Attendance

Board Members: In Person: Kelli Fairless (VRT), Casey Jones (BSU), Kirk Montgomery (ACHD) **By Phone:** Matt Stoll (COMPASS), Denise Myler, Terri Lindenberg (TVT), Carole Richardson, Gary Riedner (City of Moscow), JoAnn Wolters **Not in Attendance:** Cecelia Hockett, Jason Miller (Mountain Rides), Susan Keibert

Staff: Heather Wheeler, Elsa MacDonald, Kristin McGee, Brooke Green, Clif Warren, Jeff Osgood

Action Items

- A. **Motion to move Election of Officers to beginning of the agenda**
Motion made by: Kelli Fairless **Seconded by:** Kirk Montgomery
YEAS: Kelli Fairless, Casey Jones, Kirk Montgomery, Denise Myler, Terri Lindenberg, Matt Stoll, Carole Richardson, Gary Riedner, JoAnn Wolters
ABSENT: Jason Miller, Susan Keibert

- B. **Motion to nominate Kelli Fairless as President**
Motion made by: Casey Jones **Seconded by:** Kirk Montgomery
YEAS: Kelli Fairless, Casey Jones, Kirk Montgomery, Denise Myler, Terri Lindenberg, Matt Stoll, Carole Richardson, Gary Riedner, JoAnn Wolters
ABSENT: Jason Miller, Susan Keibert

- C. **Motion to nominate Jason Miller as Vice President**
Motion made by: Kelli Fairless **Seconded by:** Kirk Montgomery
YEAS: Kelli Fairless, Casey Jones, Kirk Montgomery, Denise Myler, Terri Lindenberg, Matt Stoll, Carole Richardson, Gary Riedner, JoAnn Wolters
ABSENT: Jason Miller, Susan Keibert

- D. **Motion to nominate JoAnn Wolters as Treasurer**
Motion made by: Kelli Fairless **Seconded by:** Matt Stoll
YEAS: Kelli Fairless, Casey Jones, Kirk Montgomery, Denise Myler, Terri Lindenberg, Matt Stoll, Carole Richardson, Gary Riedner, JoAnn Wolters
ABSENT: Jason Miller, Susan Keibert

- E. **Motion to approve August meeting minutes**
Motion made by: Denise Myler **Seconded by:** Terri Lindenberg
YEAS: Kelli Fairless, Casey Jones, Kirk Montgomery, Denise Myler, Terri Lindenberg, Matt Stoll, Carole Richardson, Gary Riedner, JoAnn Wolters
ABSENT: Jason Miller, Susan Keibert

- F. **Motion to approve July and August Financials**
Motion made by: Denise Myler **Seconded by:** JoAnn Wolters
YEAS: Kelli Fairless, Casey Jones, Kirk Montgomery, Denise Myler, Terri Lindenberg, Matt Stoll, Carole Richardson, Gary Riedner, JoAnn Wolters

ABSENT: Jason Miller, Susan Keibert

G. Motion to allow Mobility Managers to have a CTAI Credit Card with no more than a \$2,000 credit limit.

Motion made by: Gary Riedner **Seconded by:** Denise Myler

YEAS: Kelli Fairless, Casey Jones, Kirk Montgomery, Denise Myler, Terri Lindenberg, Matt Stoll, Carole Richardson, Gary Riedner, JoAnn Wolters

ABSENT: Jason Miller, Susan Keibert

H. Motion to adjourn

Motion to approve: Kirk Montgomery **Seconded by:** JoAnn Wolters

YEAS: Kelli Fairless, Casey Jones, Kirk Montgomery, Denise Myler, Terri Lindenberg, Matt Stoll, Carole Richardson, Gary Riedner, JoAnn Wolters

ABSENT: Jason Miller, Susan Keibert

Welcome/Introductions

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

Vote of Officers

Board election of officers were held. Kelli Fairless was elected Board President, Jason Miller was elected to Board Vice President, and JoAnn Wolters was elected Treasurer. All individuals were voted in unanimously.

Financials

Kristin McGee reviewed financials with the Board. There was a discussion and the August financials were approved. The next order of business was a request that the district Mobility Managers be given a credit card with a credit limit of no more than \$2,000 so that they could set up meetings and travel without having to use their own money. After a discussion on what controls were in place to ensure responsible use of a CTAI credit card, the Board approved the motion to allow the Mobility Managers to have a credit card with a maximum limit of \$2,000.

Membership

Kristin McGee gave an update on CTAI membership. She updated the Board on current member standings and goals for the upcoming year. There was a brief discussion on these goals and how CTAI could work to meet them. In addition, the Board reviewed I-way and CTAI website statistics and asked to review these web-stats on a semi-annual to quarterly basis. They requested that CTAI develop a dashboard with benchmarks that tied to membership.

Marketing /RTAP

Elsa MacDonald gave a review of the 2010 Fall Conference and shared some of the feedback CTAI received. She shared the current plans for the 2011 Fall Conference in Sun Valley and requested Board members sign up for planning committee for the upcoming year. She also reviewed the Marketing and Communications plan for the Board.

Elsa reviewed the RTAP program for the Board members. There was discussion on how goals and activities were set and the role of the Board and the Statewide Advisory Committee. It was requested that the Statewide Advisory Committee report to the CTAI Board rather than staff due to the nature of Board / committee/ staff roles and relationships. It was believed that it made sense for the staff to be advised solely by the Board who was advised by the committee rather than have multiple advisory groups to staff.

Operations

Heather Wheeler discussed several operations items. First, there were discussions over ITD's request to switch the CTAI contract to three MOU's covering Mobility Coordination, the RTAP Program and Rideshare Program. The Board was concerned for the reasoning of the switch and "softness" of an MOU versus a contract. They requested that language be added to ensure that ITD did not pull money out from under CTAI without giving adequate notice, that language be added that ensured prompt payment, and that, if the MOU is terminated, that CTAI will be reimbursed for all expenditures made under the MOU up to that point. They also wanted to know what was the legal reason for the switch or why was ITD requesting the change. The Board also requested that the term "Agreement" be used instead of "MOU" or memorandum of understanding on the paperwork. There was also discussion on how CTAI would be managing the Rideshare dollars. It was requested that CTAI take on the full contract amount and pay for the licensing versus ITD paying for licensing and giving CTAI the difference.

Board Development

Heather Wheeler outlined the Board Committees and that Board members look to see if there are certain committees on which they would like to serve. There was also discussion on moving the Board meeting date and time to better accommodate all Board Member schedules. In addition, there was discussion on how to make it easier for the statewide members to participate. It was decided that CTAI would look into getting set up on Skype and that they would try to schedule a few meetings outside of Boise and at least one in Boise that out of area board members could attend.

Next Board Meeting
December 6, 2010 3pm – 5pm MST
CTAI Conference Room