

Draft Minutes CASTA Board of Directors 2017 Fall Conference Meeting

Tuesday, September 19, 2017

9:30 am- 11:00 pm

Telluride Conference Center, Telluride, CO

Meeting called to order at 9:35 am by Will Jones.

Board members in attendance: Will Jones, Brodie Ayers (sitting in for Mark Imhoff), Hank Braaksma, Scott Truex, Dawn Block, Sherry Ellebracht, Joyce Rihanek, Amber Blake, David Averill.

Staff: Ann Rajewski, Elena Wilken (by phone)

Guests: Sarah Dodson, Michael Snow

- 1) Ann reviewed the additional staff members in attendance at the Conference. Ann reviewed the issue with harassment issue from last year. Hank had also heard of an incidence.
- 2) Items from previous meetings:
 - a) Completed: Ann reviewed the action items from previous meetings that have been completed.
 - i) Code of Conduct printed in conference material and include in Policies and Procedures.
 - ii) Board orientation packet completed and presented at board meeting. This is a living document - if there is something you'd like to change let us know as they are easy to update.

ACTION ITEM: Hank requested additional information on the organizational history such as past executive directors, when CASTA started, two organizations, the Colorado Transit Coalition.

- iii) Videographer at fall conference - Thursday for the Lifecycle session and will be posted on our website.

ACTION ITEM: Staff will track on how much use the video gets on our website.

- iv) Google docs works for everyone except Sherry for meeting agenda and minutes. Staff emails to her separately. Hank has also had similar issues.
- v) Sent letter to delegation re: HB 1510
- vi) Benefits of CASTA membership session at Fall Conference -Tuesday at 3. Board requested feedback from participants; Ann and Dawn agreed to provide.

ACTION ITEM: Dawn and Ann will collect feedback on the Benefits of CASTA Membership session.

- vii) List for board members of conference participants to check in with provided at meeting.

- viii) Executive Directors participated in MSEC Management training “Performance Management: Setting the Stage for Success” on July 25, 2017. Will asked if there was other training the ED’s would benefit from. Hank offered his board chair Deborah Braxney for specific suggestions.
 - ix) Workflow analysis - Online software system allows for greater tracking of time by project (see attached report). New time-tracking software (Toggl) helps keep track of time for National RTAP and Colorado RTAP contracts.
- b) In Process
- i) Make sure CASTA is in compliance with the Title VI and DBE requirements for the 2017 RTAP contract. Working with Eboni at CDOT to create compliant process.
 - ii) Statewide transit policy discussion - will be kicked off on Friday at legislative committee meeting. Sherry talked about the special session that will fix the issues in SB267 that will start October 2. Governor called for a very narrow topic. Some want to add additional issues onto the special session. RTD has agreed with SCFD about the new language. Typically takes 2-3 days.
 - iii) Post draft agenda for board input 3 weeks before meeting. Staff did not get this done for this meeting. Need get on schedule.
- c) Not yet started – Ann reviewed the items not yet completed.
- i) Communications plan
 - ii) Regional TC visits - staff to set up
 - iii) How to handle if neither candidate for Board position receives majority? Do you conduct a runoff between the top two?

ACTION ITEM: put on next year’s work plan.

- iv) Staff to monitor the bill from the 2017 session that authorized a pilot project for getting rides to the transit-dependent in Teller County.

3. Decisions Requested

- a. Approve minutes of July 13, 2017 meeting.

DECISION: Hank motion to approve as written. Seconded by David A. Passed unanimously.

- b. Approve minutes of September 7, 2017 meeting.

ACTION ITEM: Elena will add sentence to minutes about the opening discussion: “The board discussed the situation to this point during the time and some of the history of the situation.”

General discussion around Paychex's error in withholding taxes from IRA contributions. Board agreed on response to Andrea's letter, and a request that all further communication be sent to MSEC. Staff agreed to gather documentation and timeline for future reference.

ACTION ITEM: staff will document timeline and content of communications with Andrea, Paychex and Accountant Crystal.

DECISION. Will - motion to approve the minutes as amended. Hank – seconded. Passed unanimously. Minutes will not be posted online due to sensitive nature of discussion.

c. How are we doing? How is communication going?

Board conveyed confidence that communications were improving. Executive Directors concurred and stated need for vendor representation. Board was apprised that Tom Coogan of RouteMatch resigned. There was discussion of how to select who would fill out his term until next fall. A number of vendors have already expressed interest in serving on the board. Ann will announce vendor opening at breakfast on Wednesday, and ask for self-nominations. Board plans to meet Thursday morning before the membership meeting to select vendor representative to fill out Tom's term.

d) Lease renewal for 2018-2023 - Board members in agreement that current location makes sense.

DECISION: Scott motioned that we stay in building and sign lease. Will seconded. Passed unanimously.

ACTION ITEM: EDs hope to have lease to sign at Strategic Planning Retreat.

e) 501 (c) 6 training for board members at Strategic. Board members agreed that an hour or two should be sufficient and hoped for something prepackaged.

ACTION ITEM - staff will check and see what is available.

f) SWOT analysis. Discussion was that there were two different types of items mixed together on the SWOT analysis – those specific to CASTA as an organization, and those for the transit industry. Board requested EDs to divide the two for separate analysis and action items. Board will discuss next steps from the SWOT analysis at the Strategic Planning Retreat.

ACTION ITEM: EDs will separate out SWOT items and include in the Strategic Planning Retreat packet for discussion.

g) Scheduling the retreat: November 7 at noon - 8 at noon.

4) For your Information

a. Board conference responsibilities - Assign board members CASTA members to check in with at the fall conference. Ann will provide later today.

- b. Introductions, committee chairing and session facilitating assignments for board members.
- 5) Update from CDOT – Brodie Ayers, Grants Unit Manager provided an update on the contracting for 2018 and the 5311 Distribution Formula process. Also discussed Bus and Bus Facility grant application and TIGER 8 announcement.
- 6) Executive Director's' Report - September 2017
Ann gave update on the ED activities for the first half of 2018. Board was pleased with the success of the NoLo application. Ann also highlighted the Pro 15 Transit Statement.

Ann suggested that the meeting be adjourned at 11:18 am and Will concurred.