

CASTA Spring 2018 Board Meeting - Minutes

May 15, 2018, 9:00 am

Doubletree by Hilton, Horace Greeley Board Room, Greeley, CO

In attendance: David Averill, Sarah Dodson, Hank Braaksma, Sherry Ellebracht, Craig Blewiit, David Krutsinger, Comer Hobbs, Joyce Rihaneck, Dawn Block, Scott Truex, Ann Rajewski, Elena Wilken.

1. Outstanding Action Items from Previous Meetings

- a. Staff reviewed outstanding items from from November Meeting
 - i. **Completed:** Andrea/IRA tax issue
 - ii. **Tabled:** Find out who was CASTA ED prior to Jeanne-called several original CASTA board members and no one remembered a name.

ACTION ITEM: Ask Bruce Able if he remembers. Also Tom Mauser.

- iii. **Completed:** New RFP language attached

ACTION ITEM: Send with Minutes for June Info Meeting.

- iv. **Completed:** Let Amber Blake know that the CASTA board is not able to fund her travel for the Efficiency and Accountability Committee (David Averill).
- v. **Completed:** Almost ready to sign a contract with the Curtis for Spring 2019 conference.
- vi. **Completed:** Settled on new information meeting time for 2018: the first Thursday of the month from 12-1pm.

ACTION ITEM: Joey will send reminder emails one week and one day before the meetings.

2) 2017 Audit

Tom Swart, Stratagem Associates, joined the meeting by phone to review the results of the 2017 audit. Went through the audit to explain where the shortfalls occurred in 2017. Commended staff on the program/administration ratio which is very strong for a non-profit organization. Mentioned that in the next audit all non-profits will have to justify their program/admin determination, but CASTA does not need to worry as the organization already a good determination methodology.

Ann shared document (inadvertently left out of the packet) on where the shortfalls occurred, highlighting the grant application consultants' fees, the loss from two conferences, database conversion contract labor, and the contract work CASTA undertook for the National RTAP Conference and Transportation Summit.

Ann also shared the recommendation from the Nonprofit Accounting class that successful non-profits budget growth, not just zero balance. Allows organization to be more nimble and take advantage of mid-year opportunities that benefit the membership (such as the statewide grant application).

Board discussed CASTA's Rainy Day fund (now about \$30,000). The board would like to discuss the right amount to have in this fund at a future meeting.

ACTION ITEM: Staff will research industry standard and Include as agenda item at next meeting.

Board discussed conference registration fees and expressed interest in raising the fees so that CASTA doesn't lose money at each event. Also discussed membership dues and whether they needed to be raised or not. Elena mentioned the need for a vote in October by the membership if dues are to be raised. Board asked that information be put together sooner rather than later and have a meeting in June.

ACTION ITEM: Staff will develop dues and conference registration analysis.

ACTION ITEM : Schedule June board meeting.

MOTION: Hank Braaksma moved to increase conference registration by \$25 before the next conference.

It was modified to be increased by *at least* \$25.

VOTE: Approved unanimously.

MOTION: Dawn Block moved to approve the 2017 Audit.

VOTE: Approved unanimously.

3. November 2017 Minutes

MOTION: Scott Truex moved to approve the November 2017 Minutes.

VOTE: Approved Unanimously with no changes.

4. Winter 2018 Meeting

MOTION: Hank moved that CASTA skip the Winter 2018 Board meeting due to lack of issues.

VOTE: Approved unanimously.

ACTION ITEM: Staff will put setting a date for the subsequent meeting on each meetings agenda.

5. Whistleblower service. Joey presented his research on Whistleblower services. Board discussed options.

MOTION: Scott moved to use InTouch as CASTA's whistleblower service.

Discussion: David Averill (as the president) will be the contact for the service.

VOTE: Approved unanimously.

6. Ann presented on the 2018 legislative session (see report attached to board packet).

ACTION ITEM: Staff will send Board HB18- 1301 language.

ACTION ITEM: Staff will send board SB18-001 Cities and Counties allocation chart (from CCI?)

ACTION ITEM: Craig Blewitt will check up on status of Teller County pilot project (HB17-1701) and report to board at next meeting.

7. David Krutsinger gave a CDOT Update

1. Business running smoothly - only lost one day of reimbursement time during the virus shut-down.
2. Increasing financial transparency by sharing more information with the Transportation Commission and putting together a five-year budget of where funding is coming from and where it is going.
3. Bustang and Outrider continue to have strong ridership. Rural Regional conversation is not just Bustang and Outrider, but also includes local agencies.
4. There will be \$130 million in transit funding over next two years. CDOT is thinking about a shared decision-making model to allocate funds. Accepting input on what this could look like.
5. (something about Communications?)

8. Discussed LowNo grant application. Staff expressed appreciation for RFP policy which made working with contractor selected from the RFP process.

9. Staff gave Spring Conference update. Registration is strong, costs are low, might actually break even.

10. Staff gave RIBTC conference update and encouraged Board to send attendees at least to Colorado day, and perhaps RIBTC sessions as well. Conference planning is going well with national committee.

11. Staff provided 2018 1st Quarter Financial report & 2018 Membership Dues Report. Hank will call Broomfield about dues.

Meeting adjourned at 11:23 am.