

**American Public Transportation Association
Business Member Board of Governors
Small Business Committee**

Sunday, October 12

9:30 - 10:30 a.m.

Lanier Grand Ballroom-D, 4th Floor, Hilton Americas
Houston, TX

MEETING AGENDA

Welcome and Introductions

Eve Williams, Chair

Reading of Anti-Trust statement

The cardinal rule in keeping an association's operations within anti-trust laws is that there should be no agreements – express or implied – which restrain the member's freedom to make independent decisions in matters that affect competition. Each member must be completely independent to set prices, establish production and sales levels, choose the markets in which he or she will operate and select his or her customers and suppliers.

Review and approval of prior meeting minutes

(Attachment 1)

Chair's Report

Review of Rail Networking Breakfast

Keith Britton

Strategic Planning Workshop

New Business

All

Adjourn

Business Member Small Business Committee

June 14, 2014

MEETING NOTES

The meeting was called to order by Chair Evalynn Williams. Present at the meeting were Keith Britton, Helen Callier, Hugh Harrison, Angela Iannuzziello, Luis Lugo, Rosa Navejar, Bob Nixon, Raquel Olivier, Rick Simonetta, Kevin Sudano, Jeff Wharton, Alan Wulkan, Chuck Winkler, Jim Srygley, Jim Harper, Gabrrele Mack, Sharon Greene and Dwayne Sampson.

The APTA Anti-Trust statement was read and the minutes of the March meeting were reviewed and approved.

Keith Britton reported on the networking breakfast at the bus conference. The comments on the attendee surveys said that more time at the tables was needed, that the breakfast should have been held at the hotel rather than the convention center, that more transit agencies should attend and more suppliers and DBE and veteran owned companies needed to be recruited. The survey results indicated that 87% of the respondents made new contacts, 85% had discussions about working with their new contact and 27% reported that they got new work or new partners from the APTA networking breakfasts that they had attended. Members commented that the fact that companies are getting business by attending the breakfast needs to be promoted, perhaps with an article in ***Business in Motion***, and the need to keep conversations short and people moving around the room.

The chair talked about how the Resource Room could become more of a resource to business members suggesting that companies can have meetings there (which could be included in the conference program). The issue of whether or not there will be a resource room at EXPO is still open. There had been discussions about having the Tech Bar in the Resource Room if there were funds available to do it. Members suggested that young people be used to staff the Tech Bar to show members how to use business related apps on their phones and tablets. Resources that members noted included two UTCs in the Houston area and the Houston WTS chapter that would like to be helpful during EXPO. Members like the idea as a way to introduce young people to the industry and getting them interested in careers in transit.

The small business webinars being planned were discussed by Luis Lugo. Following up on the first webinar this year on negotiating APTA, the next webinars will focus on why small businesses should attend or participate in EXPO and APTA conference which will take place at the end of June. Subsequent webinars will be about strategic plans for small businesses and joint ventures for small businesses.

Program sessions taking place at the rail conference include one on how small businesses can participate in alternative delivery projects, and how joint ventures can be used to help DBEs. Members suggested that there also be a session at EXPO on effective networking and leveraging technology for business development.

The Chair reported that COMTO had committed to take 10 booths at EXPO that could be filled by COMTO member companies for only a portion of the show. She also reported that 41 APTA booths have

been purchased by 41 DBE companies, that the goal is to attract 66 companies and that many DBEs sign up at the last minute. It was also noted that there would be a booth accessory package for DBEs that will be promoted soon that will reduce costs for small companies. Dwayne Sampson reported that they will be holding an infrastructure forum on October 9 and 10 in Houston.

The Chair reported that she wanted the committee to develop a long term strategic plan for the committee and that work on the plan would take place at the meeting in Houston. In advance of that meeting there will be at least two conference calls to start framing issues. She asked that members think about the goals and objective that the committee should be focusing on for the next two years and the strategies that could be adopted to implement them. Members commented that an ad hoc committee could be used to generate ideas, that the APTA strategic plan was being currently being developed, that a small business track at each conference should be considered including sessions about an explanation of the FAR, balancing risk and opportunity in procurements, how to price your product or services, among others. Jim Harper said that he would be happy to help on these topics and suggested that members keep in touch with what the DOT Office of Civil Rights is working on relative to the DBE rules.

In closing the meeting the chair asked members to share their success stories. Sharon Greene said that DBEs need to reach out to the regional offices of large companies. On a regular basis HDR's regional offices bring in small businesses to talk about their company, and the committee should be encouraging other primes to do the same. She also noted that LA Metro is redefining their set-aside program and contracts under \$2-3 million have a 30% DBE requirement. Members asked that this information be sent out to the committee. Dilax said that they got a new client from the bus networking breakfast, and Eve Williams noted that Jacobs is showcasing 3 DBEs at their social event at the rail conference. Helen Callier reported that she has a formal mentor-protégée relationship with Jacobs that started from a conversation at the BMBG meeting in Florida.

The meeting was adjourned.

ATTACHMENT 1