



APTA BOARD SUPPORT SUBCOMMITTEE BUSINESS MEETING

Hilton Palacio Del Rio 200 S. Alamo Street, San Antonio, TX
Room La Vista DE

Saturday, April 30, 2016

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| 1. Welcome and Introductions | Roberta Boomer |
| 2. Approval of March 12, 2016 TBS Business Meeting Minutes | Roberta Boomer |
| 3. Report of the Chair <ul style="list-style-type: none">• Transit Board Member Executive Council Meeting | Roberta Boomer |
| 4. Election of Officers | Cheryl Pyatt |
| 5. Committee Reports <ul style="list-style-type: none">a. TBS Handbookb. Webinarsc. Membershipd. Collaboration Pagee. TBS Program | Jeanne Schapper
Suzanne Fredriksen
Kelly Schmidt
Jose Reyes
Rebecca Cruz |
| 6. Discuss 2017 Seminar Topics | All |
| 7. Presentation of Historical Update | Nancy Johnson |
| 8. APTA Update | Cheryl Pyatt |
| 9. Certification of Election/Swearing in of Officers | Cheryl Pyatt, Gina Estrada |
| 10. Presentation by Valarie McCall, Chair, APTA Board of Directors, Board Member, Cleveland | Roberta Boomer |
| 11. Other Business <ul style="list-style-type: none">• Refresh TBS slogan | All |
| 12. Conclusion and Adjournment | Roberta Boomer |

Attachments:

- 1. Minutes**
- 2. Roster of Officers**



AMERICAN PUBLIC TRANSPORTATION ASSOCIATION

**APTA BOARD SUPPORT
SUBCOMMITTEE MEETING**

J.W. MARRIOTT • COMMERCE

**14TH STREET & PENNSYLVANIA AVENUE, WASHINGTON, DC
SATURDAY, MARCH 12, 2016 • 1:30 P.M. – 3:00 P.M.**

MINUTES

MEMBERS PRESENT

Roberta Boomer	San Francisco Municipal Transportation Agency, San Francisco, CA
Katie Smith	Jacksonville Transportation Authority, Jacksonville, FL
Nancy Johnson	Dallas Area Rapid Transit, Dallas, TX
Rosa Elvia Diaz	Metropolitan Transit Authority of Harris County, Houston, TX
Jennifer Ellison	Washington Metropolitan Area Transit Authority, Washington, DC
Lezlie Lamb	Virginia Railway Express, Alexandria, VA

OTHERS PRESENT

Cheryl Pyatt	Staff Advisor, APTA Program Manager
Jose Reyes	Executive Assistant, APTA
Roberta Abdul-Salaam	Board of Directors, MARTA

1. Welcome and Introductions

Chair Boomer called the meeting to order at 1:33 p.m., welcomed everyone and asked for introductions.

2. Approval of Minutes from October 4, 2015 Business Meeting

A motion was made by Nancy Johnson, seconded by Rosa Diaz, to approve the October 4, 2015 business meeting minutes. Motion passed (5-0) Lezlie Lamb abstained from vote as she did not attend the October 4, 2015 meeting.

3. Reports:

a. Webinars/Education Committee

Chair Boomer opened the floor for discussion to increase interest and participation in the webinars. Several suggestions were made and after discussion the attendees agreed that a doodle survey will provide scheduling options to create an annual schedule. There was also agreement that there should be joint participation by the TBM Committee members and TBS subcommittee members. Topics for the webinars included an APTA Orientation, a session on procedures and rules; and, possibly the presentation given at the annual TBM/TBS Conference.

The attendees further agreed to continue discussions at the April 30 Business Meeting to get insight from other TBS members.

b. Membership Committee

Katie Smith provided a report and update on the Membership Committee and stated that she and co-chair Kelly Schmidt have big plans for the coming years for recruitment, participation, and retention for the TBS committee. Katie shared a few highlights of the direction for the membership committee

- Regular calls to discuss status and entertain ideas on how to recruit and retain members.
- Worked up list of agencies across the county and compared to membership list – make calls to reach out to each agency (work with TBS members to assist with calls to agencies in their areas) There are several agencies that may not appear on a reporting list that we need to locate – researching this
- Reach out to members that attended in the in 2013 and 2014 but did not attend the next year – let them know we miss them. (Kelly is cross-checking lists)
- Plans for brainstorming with whole committee – give membership subcommittee ideas that can be used throughout the year to keep us up front in their mind. (little things to bigger things as we get closer to event/conference)
- Delivered a decks of cards to the CEO Conference – Stack your Deck at the Alamo – to draw interest and membership.
- Discussion on recognition of milestones for members at 5, 10, etc. years
- Revisiting New Member Welcome- should be more personal and inviting.

c. 2016 Board Support Seminar

Chair Boomer provided details of the exciting plans for the April 30 Transit Board Member and Board Support Seminar. The seminar will provide professional development with sessions on ethics, parliamentary procedure, public records and the site visits to VIA’s Board Room and the San Antonio’s City Council Chambers. She announced that the sessions will be led by the “women of Texas”, who are professionals from the San Antonio area. In addition, there will be a joint session with the Board Members on Effective Orientation Practices for New Board Members.

d. TBS Handbook

Chair Boomer announced the TBS handbook is finally complete. The meeting attendees shared thoughts on getting the handbooks out to the committee and new members as they join. There was an agreement on creating a cover with a mission statement. Further discussion with the entire committee is needed to finalize for disbursement.

e. APTA Updates

Cheryl Pyatt provided an update on what is happening at APTA and the upcoming conferences. She announced that the 2017 TBM/TBS Seminar will be held in Chicago and plans are for the dates to return to July.

4. Proposed Change to Bylaws Article VI, Section 6, Attendance Requirements

Chair Boomer explained that at the last meeting there was discussion on a change to Article VI of the Bylaws regarding meeting attendance requirements. She asked if there was cause for this discussion to continue. All attendees provided their thoughts on the matter and it was determined that at this time the bylaws would remain the same.

5. Conclusion and Adjournment

Chair Boomer thanked everyone for attending and is looking forward to a great seminar in San Antonio. She added that additional details for the dutch treat dinner and program edits will be forth coming.

Next TBS Meeting:
APTA TBM/TBS Seminar
April 30, 2016
San Antonio, TX

Next TBS Workshop:
APTA TBM/TBS Seminar
April 30 –May 3
San Antonio, TX

With no further business to come before the membership, Chair Boomer adjourned the meeting at approximately 3:04 p.m.

Submitted by:

Katie Smith

Katie Smith, Interim Secretary, Transit Board Support Subcommittee



AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
BOARD SUPPORT SUBCOMMITTEE
ROSTER OF OFFICERS

As of November 9, 2015

<p>Transit Board Support Chair</p> <p>Roberta Boomer Board Secretary San Francisco Municipal Transportation Agency 1 South Van Ness Avenue, 7th Floor San Francisco, CA 94103 Phone: (415) 701-4505 E-mail: roberta.boomer@sfmta.com</p>	<p>2016 Program Committee Co-chairs</p> <p>Roberta Boomer Board Secretary San Francisco Municipal Transportation Agency 1 South Van Ness Avenue, 7th Floor San Francisco, CA 94103 Phone: (415) 701-4505 E-mail: roberta.boomer@sfmta.com</p>
<p>Transit Board Support Vice Chair</p> <p>Joyce Zuczek Acting Board Secretary/Director, Records Management & OPRA New Jersey Transit Corporation (NJ TRANSIT) One Penn Plaza East Newark, NJ 07105 Phone: (973) 491-7453 Email: jzuczek@njtransit.com</p> <p>Transit Board Support Secretary</p> <p>Kathryn Jane Smith Board Liaison Jacksonville Transportation Authority 121 W Forsyth Street Suite 200 Jacksonville, FL 32202 Phone: (904) 630-3176 (904) 445-0264 E-mail: kjsmith@jtafla.com</p>	<p>Rebecca Cruz Board of Trustees Support Manager Utah Transit Authority 669 West 200 South Salt Lake City, UT 84101-1111 Phone: (801) 287-2580 E-mail: rcruz@rideuta.com</p> <p>Amorette Ko-Wong Secretary of the District Golden Gate Bridge, Highway & Transportation District P.O. Box 9000, Presidio Station San Francisco, CA 94129-0601 Phone: (415) 923-2223 E-mail: ako@goldengate.org</p> <p>Debra Longoria Board Support Specialist VIA Metropolitan Transit 123 N. Medina San Antonio, TX 78207 Phone: (210) 299-5873 E-mail: debra.longoria@viainfo.net</p>
<p>Membership Committee Co-Chairs</p> <p>Kelly Schmidt Executive Assistant to the Chief Executive Officer Rochester Genesee Regional Transportation Authority 1372 E Main Street Rochester, NY 14609 Phone: (585) 654-0606 E-mail: kschmidt@myrts.com</p>	<p>Jill Boltz Clerk of the Board Kitsap Transit 60 Washington Avenue Suite 200 Bremerton, WA 98337-1878 Phone: (360) 478-6230 E-mail: JillB@kitsaptransit.com</p>

<p>Kathryn Jane Smith Board Liaison Jacksonville Transportation Authority Suite 200 121 W Forsyth Street Jacksonville, FL 32202 Phone: (904) 630-3176 (904) 445-0264 E-mail: kjsmith@jtafla.com</p> <p>Rebbie Ellisor-Taylor Assistant Secretary to the Board Metropolitan Atlanta Rapid Transit Authority 2424 Piedmont Road, NE Atlanta, GA 30324-3330 Phone: (404) 848-5044 E-mail: rtaylor@itsmarta.com</p> <p>The membership committee focuses on recruiting new members and reaching out to encourage membership to attend the TBM/TBS conference.</p>	
<p>Webinars/Education Committee</p> <p>Suzanne Fredriksen Board Clerk Solano County Transit (SolTrans) 311 Sacramento Street Vallejo, CA 94590 Phone: (707) 736-6993 E-mail: suzanne@soltransride.com</p> <p>Beverly Dumas Executive Assistant/CAT Secretary-Treasurer Chatham Area Transit Authority P.O. Box 9118 Savannah, GA 31412-9118 Phone: (912) 844-2487 E-mail: beverly.dumas@catchacat.org</p>	<p>Handbook Committee</p> <p>Jeanne Schapper, CMC Executive Office Manager/Clerk of the Board Lane Transit District P.O. Box 7070 Springfield, OR 97475-0470 Phone: (541) 682-6103 E-mail: jeanne.schapper@ltd.org</p> <p>Julie Phillips Executive Assistant - Labor Relations Connect Transit 351 Wylie Dr Normal, IL 61761 Phone: (309) 828-1155 E-mail: JPhillips@connect-transit.com</p> <p>Desiree Lynn Carlson Executive Assistant & Board Support Greater Peoria Mass Transit District 2105 NE Jefferson Avenue</p>

New Member Orientation

Roberta Boomer

Chair
Board Secretary
San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103
Phone: (415) 701-4505
E-mail: roberta.boomer@sfmta.com

Historian

Dallas Area Rapid Transit
P.O. Box 660163
Dallas, TX 75266-0163
Phone: (214) 749-3347
E-mail: njohnson@dart.org

APTA Staff Advisor

Cheryl Pyatt

Program Manager - Conferences and
Credentialing
American Public Transportation Association
1300 I Street, NW Suite 1200 East
Washington, DC 20005
Ph: (202) 496-4875
Fax: (202) 496-4823
Email: cpyatt@apta.com

Peoria, IL 61603-3587
Phone: (309) 679-8160
E-mail: dcarlson@ridecitylink.org

Collaboration Committee

Jill Boltz
Clerk of the Board
Kitsap Transit
60 Washington Avenue Suite 200
Bremerton, WA 98337-1878
Phone: (360) 478-6230
E-mail: JillB@kitsaptransit.com

Martha Martinez

Executive Officer/District Secretary
San Mateo County Transit District (SamTrans)
1250 San Carlos Avenue
PO Box 3006
San Carlos, CA 94070-1306
Phone: (650) 508-6242
E-mail: martinezm@samtrans.com

Jose Reyes

Executive Assistant
American Public Transportation Association
1300 I Street, NW Suite 1200 East
Washington, DC 20005
Phone: (202) 496-4848
E-mail: jreyes@apta.com