



APTA BOARD ADMINISTRATOR SUBCOMMITTEE BUSINESS MEETING

April 7, 2024
9:45 – 11:00 a.m. (ET)
JW Marriott, Capitol Ballroom
Salons E - F
Washington, DC

Join Zoom Meeting

<https://jtafla.zoom.us/j/7515343413?pwd=dTRockNST2FmZFJERU9HaXRmNFQzZz09&omn=96348371223>

Meeting ID: 751 534 3413

Passcode: TBA

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|--|---------------------------|
| 1. Welcome and Introductions | Katie Smith |
| 2. Approval of October 8, 2023
Business Meeting Minutes (a) | Katie Smith |
| 3. Historian Report (b) | Jose Reyes |
| 4. Committee Discussion | Katie Smith |
| a. Program Committee (c) | Rosa Diaz/Araceli Barajas |
| b. Webinars | Rosa Diaz |
| c. Newsletter and Membership | Jennifer Ellison |
| 5. TBM Handbook/Toolbox Update | Katie Smith |
| 6. APTA-TBM Update | Petra Mollet |
| 7. TBA Leadership Election
(July 2024) | Katie Smith |
| 8. Roundtable | Katie Smith |
| 9. Conclusion and Adjournment | Katie Smith |

Attachments:

- a. Minutes
- b. Historian Report
- c. Program At a Glance



APTA BOARD ADMINISTRATOR SUBCOMMITTEE BUSINESS MEETING

October 8, 2023

10:00 – 11:00 a.m. (ET)

**Hyatt Regency, Plaza International Ballroom G
Orlando, FL**

Join Zoom Meeting

<https://jtafla.zoom.us/j/7515343413?pwd=dTRockNST2FmZFJERU9HaXRmNFQzZz09>

Meeting ID: 751 534 3413

Passcode: TBA

Members:

Katie Smith, Chair- Jacksonville Transportation Authority, Jacksonville, FL
Rosa Diaz, Vice Chair- METRO, Houston, TX
Jennifer Ellison, Secretary- WMATA, Washington, DC
José Reyes, Historian- WMATA, Washington, DC
Araceli Barajas, Omnitrans, San Bernadino, CA
Christina Lopez, Foothill Transit, West Covina, CA
Annie Givens, META, Memphis, TN
Lou Ramos, Hampton Roads Transit, Hampton Roads, VA
Suheil Rodriguez, NCTD, North County, CA
Josi Chavira, DART, Dallas, TX
Lon Nickles, DART, Dallas TX
Pamela Bynoe-Reed, The Comet, Columbia, SC
Mary Ellen DeFrias, GATRA, Taunton, MA
Rosanna Dominguez, Tri-Delta Transit, Antioch, CA
Dana Infalt, STA, Spokane, WA

Other:

Petra Mollet, APTA, Washington, DC
Ann-Marie Glanville, APTA, Washington, DC

1. Welcome and Introductions Katie Smith
 - a. Called to order: 10:05am

2. Approval of July 15, 2023 Business Meeting Minutes Katie Smith

Move: Josie Chavira
Second: Araceli Barajas
All aye



APTA BOARD ADMINISTRATOR SUBCOMMITTEE BUSINESS MEETING

3. Historian Report José Reyes
 - a. The Executive Council and committee chairs were incorporated into the revised historian report format.
4. Committee Discussion Katie Smith
 - a. Program Committee Rosa Diaz/Araceli Barajas
 - i Leadership highlighted the great turnout for Development Day. The team thanked the committee members and recognized them for their dedication and hard work. Presentations will be available on APTA Connect. A survey is forthcoming that will help inform future topics.
 - b. Webinars/Power Hours Josie Chavira
 - i The committee has been meeting and is set to hold a webinar in October on APTA Connect. Then, the next one is projected to in December and will be based on session discussions from development day. The team also highlighted the virtual TBA holiday party in December.
 - c. Membership and Outreach Jennifer Ellison
 - i The membership committee met to discuss how it could partner with communications on attracting new members. The members also discussed the best ways to update our lists. New co-chairs are Dana Infalt and Yolanda Rodriguez.
 - d. Newsletter and Engagement Jennifer Ellison
 - i The new co-chairs for this committee are Jack Kroll and Jen Flores. The goal is to have a quarterly TBA newsletter.
 - e. Mentoring Program Katie Smith/Suheil Rodriguez
 - i This program is in the early stages of being set up. There will be a questionnaire developed for future distribution.
5. Ad Hoc Committees Katie Smith
 - a. TBA Handbook Katie Smith
 - i Once TBM Toolbox updated, we will need to compare with the TBA handbook and will also need a committee once the TBM toolbox is done.



APTA BOARD ADMINISTRATOR SUBCOMMITTEE BUSINESS MEETING

6. TBM Handbook/Toolbox Update Katie Smith/Petra Mollet
 - a. The TBM Handbook now contains a new IIJA chapter. The Governance section will be critical to TBAs as well. Leadership encourages TBAs to attend TBM meetings.

7. APTA-TBM Update Petra Mollet
 - a. Record attendance for APTA Transform
 - b. TBM-TBA Conference July 13-16
 - c. Ethics Session (perhaps in Jeopardy format)
 - d. Perhaps look into more joint TBA/TBM sessions (TBA/TBM relationship)

8. Roundtable Katie Smith
 - a. Bylaws revisions: the version we are using may not have been the latest, so the Historian has done a side-by-side to ensure we have most updated info in the bylaws.
 - b. Also discussed how each agency's boards are constituted.

9. Conclusion and Adjournment Katie Smith
 - a. **Adjourn 10:47am**

Attachments:

- a. Minutes



AMERICAN PUBLIC TRANSPORTATION ASSOCIATION

TRANSIT BOARD ADMINISTRATORS SUBCOMMITTEE HISTORICAL FACT SHEET

BACKGROUND

The APTA Transit Board Members adopted the Board Support Subcommittee in 1994 as a Subcommittee to the Transit Board Member Committee. The Chair of the Subcommittee serves as an ex-officio member to the Transit Board Member Committee.

ELECTION OF OFFICERS

1994 – 1996: Nancy Johnson, Chairperson
Nancy McKethan, Vice-Chairperson
Linda Grody, Secretary

1996 – 1998: Nancy Johnson, Chairperson
Cathy Polk, Vice-Chairperson
Monica Huffman, Secretary

In 1997, Cathy Polk resigned from her position. Monica Huffman was appointed Vice-Chairperson and Sandy Byers was appointed Secretary to complete the term.

1998 – 2000: Monica Huffman, Chairperson
Sandy Byers, Vice-Chairperson
Elaine Vaught, Secretary

In 1999, Monica Huffman resigned from her position. Sandy Byers became Chairperson and Jan McBride was appointed Vice-Chairperson to complete the term.

2000 – 2002: Jan McBride, Chairperson
Amy Caldwell Vice-Chairperson
Debra Anderson-Burse, Secretary

In 2002, Amy Caldwell resigned from her position. Gina Estrada was appointed Vice-Chairperson and Debra Anderson-Burse was appointed Secretary to complete the term.

2002 – 2004: Jan McBride, Chairperson
Gina Estrada, Vice-Chairperson
Sandy Byers, Secretary

2004 – 2006: Gina Estrada, Chairperson
Rhodetta Seward, Vice-Chairperson
Beth Vidaurri, Secretary

2006 – 2008: Gina Estrada, Chairperson
Rhodetta Seward, Vice-Chairperson
Beth Vidaurri, Secretary

2008 – 2010: Rhodetta Seward, Chairperson
Beth Vidaurri, Vice Chairperson
Mari Hernandez, Secretary

2010 – 2012 Rhodetta Seward, Chairperson
Beth Vidaurri, Vice Chairperson
Luis Ramos, Secretary

2012 – 2014 Beth Vidaurri, Chairperson
Roberta Boomer, Vice Chairperson
Robin Crothers, Secretary

In 2015 Beth Vidaurri resigned from her position. Roberta Boomer became Chairperson, Joyce Zuckzek Acting Vice-Chairperson and Kathryn Smith Acting Secretary to complete the term.

2014 – 2016 Beth Vidaurri, Chairperson
Roberta Boomer, Vice Chairperson
Joyce Zuczek, Secretary

In 2016 Joyce Zuckzek resigned from her position, Kathryn Smith became Vice Chair, and Roberta Boomer appointed Rosa Diaz as Secretary.

2016 – 2018 Roberta Boomer, Chair
Kathryn Smith, Vice Chair
Rosa Diaz, Secretary

2019 – 2021 Kathryn Smith, Chair
Rosa Diaz, Vice Chair
Ivette Dubois, Secretary

In 2021 Ivette Dubois resigned from her position. The position remained vacant until 2022 when Jennifer Ellison was elected to the role.

2022 – Present Kathryn Smith, Chair
Rosa Diaz, Vice Chair
Jennifer Ellison, Secretary

EXECUTIVE COUNCIL

At the 2023 Annual Business Meeting the TBA Executive Council was created and voted on by TBA committee vote at the Birmingham seminar. The Executive Council will be made up of Executive Leadership, the Chairs (co-Chairs) of standing committees, as outlined in Article VIII, and the appointed Historian (Article IX).

TBA Officers	Katie Smith Rosa Diaz Jennifer Ellison
Membership & Outreach	Dana Infalt (<i>stepped down as co-chair in 2024</i>) Yolanda Rodriguez José Reyes (<i>appointed as co-chair in February 2024</i>)
Communications	Jen Flores Jack Kroll
Mentoring	Suheil Rodriguez Edith Hernandez
Program	Araceli Barajas Suzanne Reyes
Webinars	Karen Darr
Historian	José Reyes

BYLAWS COMMITTEE (original)

1994 (Original)	Nancy McKethan Nancy Johnson
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2009 *Absolved the Nominations Committee and creating Article V: Election of Officers.*

2010 *Added the Standing Rules for Officer Election Procedures for the election of officers.*

2013 *Amended to provide for electronic voting.*

2017	Katie Smith, Sharon Pierce Rosa Diaz Martha Martinez
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Added the Subcommittee Mission (Article I, Section 3); and adding an additional meeting of the subcommittee for a total of 3 meetings annually: APTA Annual Meeting, Transit Board Member Seminar, and Legislative Conference.

2018
Katie Smith
Nancy Johnson

Renamed the subcommittee to the Transit Board Administrator Subcommittee.

2023
Katie Smith
Rosa Diaz
Jennifer Ellison
Tiffany Martin
Jenese Flores

Updated TBA officer eligibility requirements (Article IV, Section 2), and updated TBA officer's term limits (Article IV, Section 2), creation of the Historian position (Article IX) and the TBA Executive Council (Article X). The Bylaws document was reformatted for consistency.

TWO YEAR ROLLING PLAN

Nancy McKethan	Nancy Johnson
Monica Huffman	Sandy Byers
Jan McBride	Gina Estrada

BOARD SUPPORT HANDBOOK COMMITTEE

1997
Cathy Polk, Chairperson
Monica Huffman
Rose Gonzales

1999
Rose Gonzales, Chairperson
Nancy Johnson

2001
Elaine Vaught, Chairperson
Ken Duron
Sandy Byers

2003
Sandy Byers

2005
Dennis Gillman
Rose Martinez
Shirley Williams
Rebbie Ellisor-Taylor

2007	Rhodetta Seward, Chair	Nancy Johnson
	Rebbie Ellisor-Taylor	Luis Ramos

2008	Gina Estrada	Jan McBride
	Beth Vidaurri	Roberta Boomer
	Michelle Dawson	Mari Hernandez

2010	Roberta Boomer Renee Knight		
2011	Roberta Boomer		
2015	Sharon Pierce Jill Boltz	Beverly Dumas Nancy Johnson	Elizaabeth Eells

TRANSIT BOARD ADMINISTRATORS HANDBOOK COMMITTEE

2020	Roberta Boomer Thalia Young	Lena Petit José Reyes
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NOMINATING COMMITTEE

1997	Nancy McKethan, Chairperson
1999	Mary Reed, Chairperson
2001	June Berry, Chairperson Rose Gonzales
2003	Martha Martinez, Chairperson Michelle Dawson Phyllis Garcia
2005	Jan Tarantino, Chair
2007	Roberta Boomer, Chair Nancy Johnson Gina Estrada

2009 Nominations Committee absolved due to change in Bylaws

MEMBERSHIP COMMITTEE

2007	Luis Ramos, Chair Rhodetta Seward
2009	Luis Ramos Gina Estrada
2010	April Jordan
2011	Robin Crothers
2012	Robin Crothers

2013	Luis Ramos, Chair Barbara McManus Roberta Boomer	
2014	Luis Ramos Roberta Boomer	
2015	Luis Ramos Katie Smith Starr Culpepper	
2016	Kelly Schmidt Kathryn Jane Smith Rebbie Ellisor-Taylor	
2017	Kelley Schmidt Kathryn Jane Smith	
2018	Kelley Schmidt Kathryn Jane Smith	
2019	Rosa Diaz Ivette Dubois Brittney Baird Sowell	
2020	Rosa Diaz Elaine Balteo Brittney Sowell	Janet Leverich Samantha Overman Vicky Barr
2022	Dana Infalt Yolanda Rodriquez	
2024	Yolanda Rodriquez José Reyes	

Dana Infalt stepped down as co-chair in 2024, José Reyes was appointed co-chair.

APTA STAFF ADVISORS

2000 – 2003	Tom Urban
2003 – 2014	Lynne Morsen
2014 – 2015	Cheryl Pyatt
2015 – 2020	José Reyes
2020 – Present	Petra Mollet Ann-Marie Glanville

APTA BOARD SUPPORT SUBCOMMITTEE PROGRAMS

1992 San Diego, CA

Nancy Johnson - Two Hour Session during APTA Annual

1993 Vail, CO

Program Chairpersons: Nancy Johnson, Nancy McKethan

1994 Montreal, CN

Program Chairpersons: Nancy Johnson, Nancy McKethan

1995 San Diego, CA

Program Chairpersons: Nancy~Johnson (Kevin Baird)

JOINT PANEL DISCUSSION: Connie Morrill, Cathy Polk, Rose Gonzales

Topic of Panel: Power of Positive Orientation

1996 Nashville, TN

Program Chairpersons: Rose Gonzales, Sandy Byers

Speaker/Program

Bring a Board Member Session

JOINT PANEL DISCUSSION: Leigh Fisher, Susan Snowdy, Jan McBride

Topic of Panel: Communication between Board & Staff

1997 Ft. Lauderdale, FL

Program Chairpersons: Monica Huffman, Rhodetta Seward

Speaker/Program

Effective Meeting Techniques & Minute-Taking

Panel Discussion: Board Retreats

JOINT PANEL DISCUSSION - Rhodetta Seward, Nancy McKethan

Topic of Panel: Travel Policies and Communications with the Board Members

1998 Ottawa, Canada

Program Chairpersons: Jan McBride, Christine Antoine

Speaker/Program

Business Writing Techniques

JOINT PANEL DISCUSSION - Jan Watson, Lorrain Sequine

Topic of Panel: Ethics

1999 Seattle, WA

Program Chairpersons: Maribel Vicent, Debra Anderson-Burse

Speaker/Program

Public Speaking Skills

NO JOINT PANEL

- 2000 **Minneapolis, MN**
Program Chairpersons: Amy Caldwell, June Berry
Speaker/Program
Network Session, Value of BM Orientation, Open space/Board packet, Best year yet, Color of my desk.
NO JOINT PANEL DISCUSSION
- 2001 **Denver, CO**
Program Chairpersons: Rita Farrell, Martha Martinez
Speaker/Program
Internet Use, Tour Denver Board Room/Meeting Etiquette and Techniques, Communicating with Diplomacy
JOINT PANEL DISCUSSION: Gina Estrada, Kenneth Duran, Sandy Byers
Topic: Board Member Orientation
- 2002 **San Diego, CA**
Program Chairpersons: Beth Vidaurri, Maureen Fitzhenry
Speaker/Program
Time Management, Listening Skills, Minute Taking, Board Packet preparation
JOINT PANEL DISCUSSION: Phyllis Garcia, Nancy Johnson, Suzanne Robinson, Dave Earling, David Harper, Shirley Harris, - Board members and Board Support Communication
- 2003 **Baltimore, MD**
Program Chairpersons: Janet Tarantino, Diana Soliz, Mari Hernandez, Allison Moody (Assistant)
Speaker/Program
Legal and effective response to public records, Clarifying and Managing Organizational Responsibilities, Communication Styles, Professional Ethics and Conduct of Effective Meetings, Visit to the Corridor Transportation Corporation.
JOINT LUNCHEON DISCUSSION: Synergy between Board member and Board support – Martha Hernandez, Rhodetta Seward, Nancy Johnson.
- 2004 **Santa Monica, CA**
Program Chairpersons: Rhodetta Seward and Sandra Malone.
10 Year Subcommittee Anniversary
Speaker/Program
Peer-to-Peer Exchange: Issues We Face, Lunch by System Size/ Robin Crothers, Gina Estrada, Rose Martinez, Visit to Santa Monica City Hall, Designing a Board Web Page – June Berry, Electronic Board Packets, Gina Estrada and Nancy Johnson, Electronic Voting and Agendas-Bill Wilson. Day-to-Day Challenges: Solutions That Work: Rhodetta Seward, Sandra Malone. Making Presentations: Building Skills, Closing Session.

2005 Memphis, Tennessee

Program Chairpersons: Michelle Dawson, Lisa Trujillo

Speaker/Program

Lunch by System Size. Orientation of New Board members, administrative and directive functions, and information needs. Business Meeting, Workplace Ethics and Business with Board Members, What Would You Do If??? Crossing the Finish Line, Maximizing the Board Member/Staff Relationship, Summit it Up, Performance Evaluation, Board Member Orientation, Secrets of Successful Retreats.

2006 Montreal, Canada

Program Chairpersons: Nancy Johnson, Chair and Roberta Boomer

Speaker/Program

Lunch by System Size, Business Meeting, Back to Basics/Roles and Responsibilities of Board Support. Authentic Leadership lead by Terri Bianco/TBE Consultant. Meeting/Parliamentary Procedures (Mock Board Meeting), Joint Session with Board Members – “One Issue Board Meeting”.

2007 Hampton Roads, Virginia

Program Chairpersons: Lisa Trujillo, Chair, and Roberta Boomer.

Speaker/Program

Business Meetings: Achieving Efficiency and ProductivityParliamentarian Procedures by Sarah Merkle. Mastering Crucial Confrontations by George Kuzirian. The Super Bowl of Teamwork by Bruce Smith. Lunch by System Size: Top 10 Qualities of Exceptional Boards. Group Dynamics – Building Winning Board Teams, panel participants Gina Estrada and Rhodetta Seward. Project Management Made Simple by Paul Perdue. Grace Under Fire by George Kuzirian. Getting the Best from Your Board, CEO and Support Staff – Partnerships & Performance Evaluations as Platforms, panel participants Beth Vidaurri, Roberta Boomer and Janet Tarantino.

2008 Seattle, Washington

Program Chairperson: Jan McBride, Chair

Speaker/Program

Business Meeting. Board Support Luncheon and Information Exchange. The Resilient Clerk (all day course by Dr. DeHicks). Sounder Commuter Rail Trip-Seattle to Mukilteo. Information Exchange: Board Meeting Agenda Packets, Parliamentary Procedure, Meetings that Move with Efficient Presiding Skills. Mobile Tours.

2009 Cincinnati, Ohio

Program Chairpersons: Alisson Moody and Nancy Johnson

Speaker/Program

Business Meeting. Decision Making Opportunities/Joint Board/Board Support. Board Support Luncheon and Information Exchange. Tour of Metro Board Room, “Plain as the Nose on My Face:” Recognizing Transformational Opportunities and Taking Advantage of Them, Crucial Conversations, Leaders Create Conflict, Working Effectively with Five Generations, Goin’ Green – Budget Savings in Board Packet Process.

2010 **Eugene, Oregon**

Program Chairpersons: April Jordan and Gina Estrada

Speaker/Program

Business Meeting. Providing Quality Board Support with Fewer Resources, Board Support Employee Development Luncheon, Flourishing in the Workplace: Living from your Truest Yes. Five Practices of Exemplary Leaders, Lane Transit's Board Room Tour, New Board Member Orientation. PEER EXCHANGE: Handling Situations: What is the Biggest Problem You Face in Your Organization: ENO Transit Board Summit-Board Member's Work with Board Support Staff.

2011 **Jersey City, New Jersey**

Program Chairpersons: Robin Crothers and Necola Pierce

Speaker/Program

Business Meeting.—Joint Session with the Board, Communication Style Awareness in Daily Conversations, Resolving Common On-the-Job Challenges, A Healthier and More Successful YOU: Leading, Hoboken Terminal Tour, A Healthier and More Successful YOU: Connecting, A Healthier and More Successful YOU: Balance, A Healthier and More Successful YOU: Panoply – tour of NJ Transit Headquarters.

2012 **Atlanta, Georgia**

Program Chairpersons – Roberta Boomer; Jan Tarantino and Elizabeth Eells

Speaker/Program

Business Meeting – Joint Session with Board, Handling Difficult Conversations. Leadership Skills (1st of 3 year Leadership Program) Tami Gaines presenter. Lunch presentation by Bev Scott, CEO of MARTA.

2013 **Austin, TX**

Program Chairpersons – Jan Tarantino, Elizabeth Eells and Leslie Baucham

Speaker/Program

Business Meeting – Joint Session with Board, Resolving Conflict: Understanding What Motivates People, Career Path to Leadership. Lunch presentation by Linda Watson, CEO of Capital METRO. Leadership Skills Training (2nd of 3 year Leadership Program) Tami Gaines presenter. Tour of Capital Metro Board Room, Electronic Board Packets, How to Conduct the Business of a Board, Creating Accessible Documents and Communications and Nuts and Bolts of a Board Retreat.

2014 **Cleveland, OH**

Program Chairpersons – Leslee Bachus, Jean Schapper, Jan McBride

Speaker/Program

Business Meeting – Joint Session with Board, Sustaining the Board's Success through a Board Development Plan. Stepping into Leadership, Electronic Records Management Systems, Clarity of Courses: Leadership Workshop – Commitment to Mission, Decision Making & Effective Communication Strategies, Expectations and Consequences...Discussion and Acceptance, and Setting Personal Commitments. A Peer-toPeer XChange, Helping a New board chair Become the Most Effective at the Job, Site Visit of Greater Cleveland RTA. Agenda Packet Preparation in Cleveland, Linking to the Subcommittee's Collaboration Page at www.apta.com, New Board Member Orientation – The T's Experience.

2015 **Denver, CO**

Program Chairpersons – Rebecca Cruz, Karen Darr, Erin Klaas, Gina Estrada

Speaker/Program

Business Meeting – Joint Session with Board. Professional Development Leadership Workshop continues from previous year. ADA presentation-Blind Side of Communications, Technology in the Board Office, Agenda & Minutes, Plan Your Work, Work Your Plan, Tour of Union Station and RTD Board Offices, Collaboration, Board Presentations, Generation Differences in the Workplace, Personality Types.

2016 **San Antonio, TX**

Program Chairpersons – Roberta Boomer, Rebecca Cruz, Amorette Ko-Wong, Debra Longoria

Speaker/Program

Business Meeting – Election of Officers, Handbook Update and Publication. Joint Session with Board – Effective Orientation Practices for New Board Members. Agenda and Minute preparation, Ethics Overview, Parliamentary Procedures, Meeting Effectiveness and Technology, Managing Public Records and Records Retention (Back to the Basics) Program.

2017 **Chicago, IL**

Program Co-Chairpersons – Jill Boltz and Nancy Johnson. Program Committee members: Deanne Jacobson

Speaker/Program

Business Meeting. Joint Session with Board – Maximizing the Board Member/Board Support Relationship. Contextual Leadership Course, Parliamentary Procedures, Useful Techniques for Performance Evaluations, Job Description Updates, Succession Planning and Goal Setting, Introduction to International Institute of Municipal Clerks, Records Management – Open Records, E-File Management, Implementing your Conference Take-Aways.

APTA TRANSIT BOARD ADMINISTRATORS SUBCOMMITTEE PROGRAMS

2018 **Washington, DC** *Leadership Summit*

Program Co-Chairpersons – Gina Estrada and Katie Smith. Program Committee members: Rosa Diaz

Speaker/Program

Business Meeting. Joint lunch session on What Makes an Effective Board? Agenda Preparation, Staff Reports, Running an Effective Meeting, Visit Capitol, Parliamentary Procedures, Policies and Procedures, Using Technology to Enhance Board Business, A Political Insider's Look at the Mid-Term Elections.

- 2019 **Jacksonville, FL**
Program Co-Chairs – Kathryn Jane Smith, Rosa Diaz, Sabrina Muhne, Ivette Dubois
Speaker/Program
Business Meeting, Power Hour, Website Update, Working through a Crisis, Board/Staff Partnerships/Communication and Collaboration, Help Me Help You, Job Descriptions and Performance Evaluations, Governance/Where do the weeds begin, Board Day Preparation, Electronic Systems, Parliamentary Procedure, Public Speaking, Lessons Learned
- 2020 **TBA Virtual Series**
Program Co-Chairs – Kathryn Jane Smith, Rosa Diaz; Program Committee members: Shannel Satterfield, Ivette DuBois, Araceli Barajas, Sabrina Muhne, Beverly Dumas, Suzanne Fredriksen, Karen Darr
Speaker/Program
Transitioning to the New Norm. Preparation not Reaction, TBA 101 – Bootcamp: TBA 101 – Bootcamp: New to the job? Or maybe just presented with a new challenge?, Lessons Learned - Virtual Meetings: The Good, The Bad, and The Ugly, Emotional Intelligence Series: Remaining positive through challenging times – Professionally and Personally, Board Orientation: Preparing for Success, Board Retreat: The Keys to a Successful Board Retreat
- 2021 **2021 Orlando, FL *TBA Workshop @ APTA TRANSform & EXPO***
Program Chair – Suzanne Reyes
Program Committee members: Araceli Barajas, Jennifer Ellison, Nancy Johnson, Sabrina Muhne
Speaker/Program
Leadership and Effective Communication for the Sheroes and Heroes of Transit, Succession Planning and Preparing for the Unexpected: Be Proactive So You Aren't Forced To Be Reactive, High-Impact Transit Boards That Make a Real Difference, Roberts Rules Refresher, Peer-to-Peer Session: Hybrid Board Meetings—Playbook for Success
- 2022 **Salt Lake City, UT**
Program Co-Chairs –Suzanne Reyes; Araceli Barajas
Program Committee members: Jennifer Ellison, Sabrina Muhne
Speaker/Program:
Business Meeting, Setting the Stage for Success (Joint Session); APTA Advocacy Update (Joint Session); Succession Planning; Electronic Records Management; Board Retreats, Workshops and Development; The Keys to Success; Challenges & Opportunities Roundtable Discussion; Board Governance: The Power of a Supporting Cast (Joint Session); Understanding and Flexing Your Leadership Style – Session I & II, Roberts Rules Refresher

2023 **Birmingham, AL**

Program Co-Chairs – Araceli Barajas, Suzanne Reyes

Program Committee members: Collette Langston, Lou Ramos, Vicky Barr, Sabrina Muhne

Speaker/Program:

Business Meeting; Welcome to APTA: TBMs and TBAs at the Table (Joint Session); APTA Advocacy Update: A View from Washington (Joint Session); Time Management (Work Life Balance/Self-Care); Working Lunch - Ted Style Talk; Discussion/ Challenges & Opportunities; Board Portals / Agenda Management Systems; It's A New Season: Building Towards a Championship Team! (Joint Session); It's A New Season: Being Empowered as a Leader; BJCTA Board Room Tour, Mock Meeting/Roberts Rules/Public Comment Session; Project Management & Oversight

2023 **Orlando, FL** ***TBA Development Day @ APTA TRANSform and EXPO***

Program Co-Chairs – Araceli Barajas, Suzanne Reyes

Program Committee members: Collette Langston, Lou Ramos, Vicky Barr, Sabrina Muhne

Speaker/Program:

What is Top of Mind for TBAs?; From Surviving to Thriving; Working Lunch/Roundtable Discussion: Challenges and Best Practices; Ethics: Effectively Communicating Requirements and Best Practices; TBAs and Emerging Technology: Work Smarter, Not Harder; Mentor: A Wise and Faithful Advisor; TBA Business Meeting; TBA Executive Council Meetings

TRANSIT BOARD ADMINISTRATOR SUBCOMMITTEE PROGRAM-AT-A-GLANCE 2024 IN PERSON PROGRAM

San Jose, CA Saturday, July 13	San Jose, CA Sunday, July 14	San Jose, CA Monday, July 15	San Jose, CA Tuesday, July 16
Registration 10:00am-6:00pm	Registration 7:00am-12:00pm	Continental Networking Breakfast 7:30am-8:30am	Continental Networking Breakfast 7:30am-8:30am
TBA Business Meeting 11:00am-12:00pm	Continental Networking Breakfast 7:30am-8:30am	Keynote Speaker (Joint TBM/TBA session) 8:30am-9:45am	Session #7 Guest Speaker: Safety and Emergency Preparation 8:30-9:45am
Lunch on Own 12:00-1:45pm	APTA Opening Session with APTA & Local Leadership (Joint TBM/TBA session) 8:30-9:15am	Networking Break 9:45-10:15am	Networking Break 9:45-10:00am
Pre-conference Workshop: Setting Your Board Up for Success Guest Speaker (Joint TBM/TBA session) 1:45-4:45pm	Transit in the Bay Area 9:15-10:15am (Joint TBM/TBA session)	Session #4 Guest Speaker: Healthy Workplace Conversations/Interactions 10:15am-11:45pm	Session #8 Take Aways/2025 Program Topic & Open Discussion 10:00-11:30am
Networking Break 4:45-5:15pm	Networking Break 10:15-10:45am	Networking Break 11:45-12:00pm	Closing 11:30-12:00pm
Welcome to APTA: TBMs and TBAs at the Table (Joint TBM/TBA session) 5:15-6:15pm	TBA Opening Session Introductions/Roundtable Pt 1: TBAs Top of Mind 10:45-12:00pm	Pick up Lunch* 12:00-12:30pm	
Welcome Reception (Joint TBM/TBA session) 6:30-7:30pm	Lunch Networking Break* 12:00-12:45pm	Session #5 Working Lunch/Roundtable Pt 2: Best Practices 12:30-1:45pm	
Dutch-Treat Dinner 7:30-9:00pm	Session #1 You are a leader: The Leadership Role of TBAs 12:45-2:15pm	Networking Break 1:45pm-2:15pm	
	Networking Break 2:15-2:45pm	Session #6 Back To Basics (Agenda Creation, Staff Report, Public Meeting Formality) 2:15-3:30pm	
	Session #2 Onboarding, Orientation, & Continued Training: Setting your Board up for Success 2:45-4:00pm	Networking Break 3:30-4:00pm	
	Session #3 Showing up for You! The Ying and Yang of Self- Compassion 4:00-5:00pm	Host Agency Transit Tour VTA (Joint TBM/TBA) 4:00-6:00pm	
	Networking Break 5:00-6:00pm	Host Event* (Joint TBM/TBA) 6:30-9:30pm	
	Host Event* (Joint TBM/TBA) 6:00-9:00pm		

All continental Networking Breakfasts (Sun.-Tues.) as well as lunches and dinners (Sun.-Mon.) are provided by APTA. **One evening event dinner may consist of heavy hors d'oeuvres.*