



American Public Transportation Association

APTA TRANSIT BOARD ADMINISTRATORS SUBCOMMITTEE BUSINESS MEETING

**Marriott Marquis Hotel
Lyceum, 5th Floor**

**Sunday, October 13
9–10 a.m.**

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|---|----------------|
| 1. Welcome and Introductions | Roberta Boomer |
| 2. Approval of July 20, 2019 Minutes | Rosa Diaz |
| 3. Committee Reports | All |
| a. Membership | |
| b. Webinars | |
| c. Handbook Revision | |
| 4. Discuss 2020 Seminar Topics | All |
| 5. Report on Transit Board Member Executive Council Meeting | Roberta Boomer |
| 6. APTA Update | José Reyes |
| 7. Conclusion and Adjournment | Roberta Boomer |

Attachments:

1. Minutes - Attachment 1
2. Committee Reports - Attachment 2

2020 TRANSIT BOARD ADMINISTRATOR PROGRAM

Goal: Provide an outstanding professional development opportunity as well as industry and position specific training.

2019 Committee: Katie Smith, Rosa Diaz, Roberta Boomer, Ivette Dubois, Sabrina Muhne and Jose Reyes.

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In August the TBA Leadership discussed the 2019 Seminar and the direction forward.

In September the 2019 Committee had a conference call which covered the following:

2019 Seminar:

- Take-away
- Pros/Cons
 - Pros: Very interactive and engaging, a lot of new attendee involvement, sessions for everyone, sessions were on point of TBA needs
 - Cons: timing of sessions for engagement sessions after lunch, last day missing a lot of attendees when we had a guest(s) speaker, some sessions were too in-depth for some new members and some sessions were too basic for veterans.
- Attendee Comments – Reviewed survey responses from TBM's and TBA's

The 2019 Committee felt although there were some areas for improvement, the seminar was a success and overall the attendees received what they came to the seminar for.

2020 Seminar:

- Committee Members: outreach to new program committee members to welcome them to the Committee and schedule a conference call to begin planning.
- Discussed timeline
- Began discussion on topics

- Partner with Membership and Webinar Committee on program and outreach

2020 Projected Theme: incorporate a new member “Boot Camp” and build on sessions that focus on our everyday duties (Board, Orientation, Retreat, Ethics, Parliamentary Procedure), communication with the Board and media, as well as the Transit CEO, TBM and TBA relationship.

Reach out to Katie, or another member of the Program Committee with any questions or to be a part of the Program Committee. kjsmith@jtafla.com or 904-445-0264



ATTACHMENT 1

TRANSIT BOARD ADMINISTRATOR SUBCOMMITTEE BUSINESS MEETING

July 20, 2019

4:15 – 5:15 pm

River Terrace 1

Hyatt Regency, Jacksonville, Fla

MINUTES

MEMBERS PRESENT

Dionne Adams	Chatham Area Transit, Savannah, GA
John Andch	Central Midland Regional Transit Authority, Columbia, SC
Araceli Barajas	OMNITRANS, San Bernardino, CA
Vicky Barr	Des Moines Area Regional Transit, Des Moines, IA
Roberta Boomer	San Francisco Municipal Transportation Agency, San Francisco, CA
Theresa A. Burrage	Greater Cleveland Regional Transit, Cleveland, OH
Nicole Carey	Regional Transportation District, Denver, CO
LeRoy DesChamps	CMRTA/The Comet, Columbia, SC
Rosa Diaz	Metropolitan Transit Authority of Harris County, Houston, TX
Ivette L. Dubois	Long Beach Transit, Long Beach, CA
Beverly Dumas	Chatham Area Transit Authority, Savannah, GA
Jennifer Ellison	Washington Metropolitan Area Transit Authority, Washington, DC
Rebbie Ellisor-Taylor	Metropolitan Atlanta Rapid Authority, Atlanta, GA
Tonya Gantt	Metropolitan Atlanta Rapid Authority, Atlanta, GA
Rhonda Gilchrest	Northern Virginia Transportation Commission, VA
Dave Hernandez	Long Beach Transit, Long Beach, CA
Scott Jewell	Access Services, El Monte, CA
Nancy Johnson	Dallas Area Rapid Transit, Dallas, TX
Maria Jones	Southwest Ohio Regional Transit Authority, Cincinnati, OH
Janet Leverick	Kansas City Area Transportation Authority, Kansas City, MO
Christina Lopez	Foothill Transit, West Covina, CA
Barbara McManus	Regional Transportation District, Denver, CO
Sabrina Muhne	Foothill Transit, West Covina, CA
Jana Ostler	Utah Transit Authority, Salt Lake City, UT
Samantha Overman	Kansas City Area Transportation Authority, Kansas City, MO
Yelena Petit	Hillsborough Area Regional Transit Authority, Tampa, FL
Sharon Pierce	Golden Empire Transit District, Bakersfield, CA
Shannon Radke	Interurban Transit Partnership, Grand Rapids, MI
Annette Royle	Utah Transit Authority, Salt Lake City, UT
Kimberly Sanders	Birmingham Regional Paratransit Consortium, Birmingham, AL
Shannel Satterfield	Southwest Ohio Regional Transit Authority Metro, Cincinnati, OH
Kathryn Smith	Jacksonville Transportation Authority, Jacksonville, FL
Merab Talamantes	San Joaquin Regional Transit District, Stockton, CA
Susan Teltschik	Corpus Christi Regional Transit Authority, Corpus Christi, TX
Amorette Ko-Wong	Golden Gate Bridge, Highway & Transportation District, San Francisco, CA
Thalia Young	Santa Clara Valley, San Jose, CA
Joyce Zuczek	New Jersey Transit Corporation, Newark, NJ

OTHERS PRESENT

Jose Reyes
Nathaniel Ford

APTA, Senior Program Manager – Business Members, Washington, DC
Immediate Past Chair, APTA; Chair, Diversity and Inclusion Council; CEO,
Jacksonville Transportation Authority, Jacksonville, FL

1. Welcome and Introductions

Chair Roberta Boomer called the meeting to order at 4:18 p.m.

2. Approval of the March 17, 2019 Minutes

A motion was made by Rosa Diaz seconded by Katie Smith to approve the March 17, 2019 business meeting minutes. Motion passed unanimously.

3. Committee Reports

a. Webinars

Joyce Zuczek gave an update on ideas for topics of discussion for future webinars. She mentioned the Committee is seeking a presenter(s) with knowledge or expertise in cyber security. A request was made if any agency has in-house IT personnel who would be interested in presenting a 30-45-minute webinar on this topic, please notify Joyce or Karen Darr. Jose Reyes recommended a specific APTA staff person that might be a good fit for this session. Joyce and Jose will coordinate and report back to the committee on outcome.

b. Membership

Rosa Diaz informed the committee that the Membership Committee has completed the clean-up of the current TBA roster and is finalizing cross referencing membership lists for each agency to add members that are not listed on TBA roster. The committee plans to reach out to agencies that are members but have never attended and to let them know why they would benefit attending. The Committee will work closely with Katie Smith on the program to promote it and also with the Board Member Membership Committee.

c. 2019 TBA Program

Vice Chair Katie Smith welcomed everyone and thanked all on the planning committee for all their efforts in putting together a robust program this year. Chair Boomer discussed the session with APTA Chair Stackrow and JTA CEO Ford and requested questions to ask the panelists. Chair Boomer announced that the Co-Chairs for the 2020 Program Planning Committee will be Katie Smith and Rosa Diaz.

Chair Boomer announced the creation of a Handbook committee to look at updating the TBA handbook. This ad hoc committee will have one year to revise and update the handbook and be ready to present to the subcommittee in a year for final approval. Chair Boomer asked for volunteers to serve on the following committees; Handbook, Webinars, and Membership.

4. Presentation of Historical Update

Nancy informed the committee that the historical update document can be found on APTA Connect as a resource for all. She explained the historical update documents shows the history of topics, location, presenters and advised that it was a good tool for future program committees.

5. Report on Transit Board Member Committee Meeting

Chair Boomer gave an update of the TBM Committee meeting. She informed the committee that with the constant change of transit board members, the Executive Council has revised the term limits for Chair to be every two years. There was discussion about grouping TBM by system size and having representatives by system size. They are looking to rebuild the TBM ranks. They have asked the TBA Membership committee to help TBM clean up their roster. The TBM committee is putting together a welcome packet for new members. The TBA committee will work on putting welcome packets together for new TBAs as well.

6. APTA Update

Jose Reyes announced his promotion to Senior Program Manager - Business Members but will still support the TBA and Bus and Rail Conferences. He announced a few APTA staff adjustments, Cheryl Pyatt is now the Director of Conference Programming, and Petra Mollett is now supporting the TBM committee. Lastly, he informed the committee of the upcoming Transform Annual Meeting on October 13-16 in New York.

7. Conclusion and Adjournment

Chair Boomer adjourned the meeting at approximately 5:01 p.m.

Submitted by:

Rosa Diaz

Rosa Diaz, Secretary, Transit Board Administrators Subcommittee

ATTACHMENT 2

MEMBERSHIP

Goal: Work with TBM Membership committee to assist with roster updates in order to engage new members to attend upcoming seminar

Chair: Rosa Diaz

Members: Elaine Baltao, Ivette Dubois, Brittney Sowell, Tonya Gantt, Vicky Barr, Janet Leverich, Samantha Overman, Kimberly Sanders

The Membership Committee was tasked with working with TBM Membership Committee to help clean up their roster as new members come on board. We will reach out to agencies that are members but have never attended and to let them know why they would benefit attending TBA Seminars. The Committee will work closely with the Planning program as well to help promote the upcoming Seminar at key conferences.

WEBINARS/EDUCATION COMMITTEE

Goal: Provide learning and growth opportunities for professional development

Committee Members: Suzanne Fredriksen - Solano County Transit
Karen Darr – Antelope Valley Transit Authority
Joyce Zuczek – New Jersey Transit
Amorette Ko-Wong - Golden Gate Bridge, Highway and Transportation District

Program: The Webinars/Education Committee is planning to hold a cyber security webinar in the spring of 2020. With the growing number of cyber-attacks, hacking and spoofing attempts, it is important that we understand how to protect our Board Members and critical agency documents. Stay tuned for more information!

HANDBOOK REVIEW COMMITTEE

Goal: Revise the Transit Board Administrator's Handbook

Committee: Roberta Boomer
Lena Petit
Thalia Young

The handbook was last revised in 2013 so we are looking to update it to include changes to best practices that have occurred. Other revisions such as the change of the subcommittee name will also be made at this time.

We plan to have a final review ready for the March 2020 business meeting with adoption at the July 2020 business meeting.