

TAA Board Meeting Minutes

November 19, 2015

Meeting called to order at 10:05 a.m.

Attendees:

Hilma Gustafson, Tommy Sims, Sal Morales, Jeff Walker, Jason Nelson, Allison Hanna, Shannon Weber, Paul Padilla, Sandy Brown, Steve Poorman, Mike Ajemann, Del Anderson, Jay Morris, Del Anderson,

Absent: Mike Ajemann, Anthony Mlynek, Jennifer Senff, Sandy Brown, Josh Crosby, Julie Spezzano

Distribution and adoption of November 19, 2015 meeting agenda. Motion made by Jay Morris, seconded by Jeff Walker - motion carries with all in favor. Motion requested to approve previous meeting minutes from September 9, 2015. Motion by Tommy Sims, seconded Shannon Weber, - motion carries with all in favor.

Request for open discussion at end of meeting regarding recent seatbelt laws in school buses and some states adoptions by Jeff Walker.

Allison indicated some challenges in connecting with previous Historian Donna Hill to acquire photos, vendors, and information for conference planning. Hilma will assist in attempting to contact; Tommy will also share what he has from previous conferences as it relates to those tasks with Allison.

Paul Padilla indicated the Region 4 mini-conference would be held in February with a focus in the area of special needs to include support from Q Straint. February conference date will be announced.

Treasure Report presented by Tommy Sims, copies of detailed reports distributed to all for review:

Current balance \$16,577.59

Outstanding \$1245.00 (still due to TAA from various districts for attendee fees)

Outstanding balance from Casa Grande/Beeline - unpaid from 2015 conference, each is advising the other is responsible for payment. We will go back to PO issuing entity to try to resolve this debt.

Credit of \$5700.00 received from HCCC

Attached report includes conference expenditure breakdown in detail from start to finish.

The buffer between expenditures and income is less than \$20,000.00 and seems to be less each year, conference is funding itself but is not profitable.

Discussion on the best way to collect fees for 2016 conference: Deadline on PO payments 5/31 and if not paid by PO by 5/31, cash, check, or money order payment required. This will assist us in not having long term unpaid conference fees after the conference. Reminders and advertisements to go to attendees of the new payment expectation.

Corporation Commission is paid and complete for the fiscal year. Bank account authorization will be changed in coming weeks to Hilma Gustafson, Jeff Walker, Tommy Sims, and Jason Nelson. Josh Crosby will be removed.

Audit of books will be conducted in next board meeting to include bank statements in conjunction with detailed treasure report.

Treasure report complete, motion to accept as presented by Paul Padilla, seconded by Jay Morris - motion carries. Special thanks to Tommy from Hilma for the detailed report and time spent.

Jay Morris reports all tax documents have been filed and completed for our organization for the year. Thanks to Jay from Hilma for diligent efforts on a detailed time consuming task.

Conference planning; Dates for 2016 Conference are 6/20-6/24.

Discussion of any changes to date: This has always been the date of the conference. Hilma did reach out to Little America to see if their facility could house our needs for upcoming conferences, the site is under construction but upon completion they feel they could. She will meet with them in person to discuss potential in January.

HCCC contract is up and requires new negotiation. Based on late payments in past they are asking for up front earnest money pre-conference in three installments; at contract, in March, and in May. This amount is 25% of our normal conference fees. Discussion of our ability to commit to those installments based on our bank account balance and bills and commitments through the year. A change to the early bird registration deadline will

generate enough to comply with the installments based on previous year's data. Business bank account comes with some minimum balance requirements that we must be mindful of based on the new expectation of upfront payments.

Hilma will negotiate on our behalf based on the need to finalize the contract with an 11/20 deadline. Discussions and negotiations will include length of contract and flexibility of pre-conference installments. Cost for the potential new contract does include about a 3% increase.

Motion made by Sal Morales to approve contract negotiations on behalf of the TAA Board be conducted by Hilma Gustafson to include but not limited to: length of contract and up front earnest money negotiated based on our promise and timeliness to pay this year. Motion seconded by Tommy Sims - motion carries.

Discussion of cost of rooms at Drury and the ability to negotiate a larger block both for conference (Transportation Admin. of AZ) speaker's guests. As well as a TAA block at the state government rate for TAA attendees. This will be part of the negotiations also.

Request for alternate hotels affiliated with our conference to be published on TAA website in order to support district ability to reserve rooms for the conference per district policies.

New early bird conference registration deadline will be March 15, 2015 in order to support the generation of revenue for the upfront payment expected. PO payments to be received on or before May 31, 2016. Payments after this date will be check, money order, or credit card.

Motion to adjust registration form to move deadlines, and advise of payment expectations and types by Shannon Weber, seconded by Jeff Walker - motion carries.

Discussion of increase to fees to support conference cost increase, motion by Jay Morris to increase fees by \$10.00 - Early bird to \$270.00, Regular Registration to \$305.00, One Day Vendor show to \$95.00, and Membership fees to \$35.00, seconded by Jason Nelson - motion carries.

NAPT Courses - will be offered at two, 4-hour sessions to be presented by Jeff Walker and Shannon Weber, further discussion of additional options by either these instructors or others will continue.

Discussion of future courses with some type of AZ specific certification on Mondays as an option.

Review of agenda format confirmed, no big changes but possible adjustments to Wednesday morning to support better vendor opportunities for specialties. Del will get back to the group after speaking to his colleagues about what may offer more bus ride/drive time and not impact vendor show negatively. We will review at the next meeting.

Monday night entertainment will change from past Jeopardy, and Baggage Claim to Corn hole.

Ideas for entertainment will be reviewed at the next meeting, bowling is a hit and will continue with the addition of the karaoke option next door.

Monday field trip will be reviewed and assigned after Hilma receives interest of facilitating via an email outreach.

Goodies will be inventoried to prevent any unnecessary spending as it relates to bags, lanyards, shirts, and flash drives. Review and needs will be discussed at the next meeting.

Short discussion of the NHTSA now endorsing seat belts. What does that mean for us and do we, as an organization, want to make a blanket statement? No statement at this time, we will watch and wait for official information and answer questions as they come.

Region Representatives were asked to provide mini-conference dates to Hilma by next meeting.

Next meeting 1/21/16 ASH - 10:00 a.m.

Meeting adjourned at 12:34 p.m.