

ACAPT Board Meeting

July 7, 2016, 3:00-4:30 PM (eastern)

MINUTES

In attendance: Barb Sanders, Mark Reinking, Zoher Kapasi, Gary Chleboun, Pam Levangie, Rick Segal, Mike Sheldon, Scott Ward and Sandy Rossi.

Absent: Nancy Reese and Bob Rowe

MINUTES

- Approval of June 8, 2016 Board Meeting minutes. APPROVED

REPORTS

- Treasurer's reports report
 - Monies in the amount of \$100k has been transferred to reserve account investment

DISCUSSION

- Susie Deusinger proposal
 - Element 1: Our current policy is \$100/hour. Susie Deusinger has asked for \$150/hour and the Board approved it as this request was made prior to our policy on \$100/hour rate and we need to honor the initial commitment to Susie Deusinger for the \$150/hour rate.
- History Video RFPs
 - Board members will vote by Monday, July 11 through email to Sandy their preference between Volk and DMac as who should we choose as our vendor.
- Discussion on what is included in the discretionary budget for consortia/committees and what isn't (e.g., registration fees?)
 - Consortia/Committee may not use their discretionary funds for "registration" but could use for anything else related to meetings.
 - Referred to Finance Committee:
 - Should the BOD registration for meetings be paid by ACAPT?
 - Do consortia be allowed to carry forward any monies left over from a previous year budget to the next year. Note: Sandy Rossi will check with APTA whether this can be permitted.
- Discussion on including the chair of the Communications Committee in future board and strategic planning meetings
 - The Board decided to invite the chair of the Communications Committee to be present at our conference calls and on site meetings to report to the membership what is going on at the Board level meetings. Sandy Rossi to include confidential items towards the end of the meeting so we can excuse the chair of the Communications Committee for the discussion of the confidential items.
- Peter's check –
 - we have in our budget to pay Peter Altenburger \$5,000 for his consulting work on the Benchmarks Task Force, just as we did last year. I need a motion to approve paying him the first 1/2 of this year's budgeted amount, which will serve as the back-up evidence to the check request. Thank you. – APPROVED.
- Website update
 - Board suggested several edits for the landing page.

- ELC update (Sandy)
 - Board members have reservations in the room block for October 5-10. You may book your flight at any time.
 - Speakers were notified of their proposals being accepted or not over the recent days. The schedule should be posted on the website very soon
 - We have increased the room block 4 times over recent months due to demand before registration opened. If you hear people indicate they can't get a room, advise that they call the hotel directly to secure a room, and at that time, to inform the hotel they're coming as part of ELC in order to secure the same room rate.
 - Diversity dinner table – we will have a table for 10 again. Who would like to attend?
 - *All of the above items have been duly noted by the Board members.*