



TRANSPORTATION ASSOCIATION OF SOUTH CAROLINA BOARD MEETING AGENDA

**Thursday, September 1, 2016
Proterra Plant Tour & TASC Board Meeting
Proterra Conference Room
1 Whitlee Court, Greenville, SC 29607**

Schedule

10:30 AM: Proterra Briefing
11:00 AM: Proterra Plant Tour
12:00 PM: Lunch Sponsored by Proterra
Board Meeting (immediately following lunch)

I. Approval of the July Board Meeting Minutes

II. Committee Reports

- a. Conference
- b. Outreach
- c. Policy
- d. Finance

III. Unfinished Business

- a. Lobbying Proxy Tax Update
- b. Transportation & Wellness Forum Update
- c. New Website Launch

IV. New Business

- a. Annual Financial Review
- b. SC Food Access Summit
- c. STIP Public Comment Period

V. Adjourn

***Next Scheduled Meeting is Thursday, November 3, 2016
The Comet @ 10:00 AM***

Attachments:

2016 July Board Meeting Minutes



TRANSPORTATION ASSOCIATION OF SOUTH CAROLINA BOARD MEETING MINUTES & MATERIALS

July 7, 2016

South Carolina Alliance for Mobile Infrastructure Board Meeting
The COMET, Columbia, SC
10:00 am Scheduled Start

Attendees: See Attached Sign In Sheet

Keith Scott Called the meeting to order at 10:02 AM, a quorum was present.

I. Approval of the May Board Meeting Minutes

A motion to approve the minutes as presented was made by Lynn Stockman, Wendy Duda Seconded. Minutes were approved.

II. Committee Reports

- a. Conference – Kat Moreland, Chair: The conference update was deferred to September since Kat was not present. Mentioned Curtis was looking at RTAP funding for informational sessions focused of public transit tailoring to community needs. Possible speakers include: Oregon - Non Emergency Medical Transportation in Rural areas, Nevada- Service to Veterans/Casinos; Al Babnitz – CAT and service to community and Clemson University. Under RTAP training, travel could be covered. More information to follow.
- b. Outreach – Sharon Hollis, Chair: Provided membership update. Letters to members ready to be sent on 7/8. Discussed new web address: www.transitsc.org. No one knows the current website, and TASC is more identifiable. We are registered with the Secretary of State DBA/Alliance as Transportation Association of South Carolina. Logo will have mobile infrastructure in the tagline. Chernoff is doing the logo at no charge.

MOTION: Motion to approve the Outreach Committee Report by Lynn Stockman; Jenny Swofford Seconded. After no further discussion the motion was approved.

- c. Policy – Bob Schneider, Chair: Keith Scott gave update for Bob. Discussed the current election and need to reach out to new members quickly to identify allies. This led into a discussion about the wellness forum.
 - Focus: Gaps in transportation/obstacles to providing transportation to those in need.
 - Date would be 1st week in November and would include invitation to legislative members.
 - Possible presenters: Discussed Katy Smith, Piedmont Health Foundation; Greenville

participant; healthy foods; Brian Barnes/Myra Reece with DHEC; Anderson Medical, Asthma; someone from Palmetto Health/Lexington Medical Center. Terecia to check on TRB committee

- Possible Location: Need to accommodate 200 to 300 ppl. Discussed Brice Stadium, the Zone, OPT workshop location. Katy Smith is only available the 1st week of Nov.
- Attendees: Terecia to put list together of newly electives or supportive legislators. Discussed who is target audience, how will legislation interact? Wellness of community, healthier community with public transportation, getting people to healthy food options, air quality, etc. All have obstacles and transportation is biggest hurdle. Transportation needs support, even if it isn't used by all. Target the marketing so that the right people will attend and invite relevant groups for a more diverse forum.
- Discussed Institute for Medicine & Public Health study. Invite task force, Dr. Keith Guest (sp?), Medical Association to discuss research on health of provider network, cost of not getting to the doctor because of not having access transportation.
- Upstate Transit Coalition has done a good job of making transportation part of the conversation in the Greenville community.
- Forum Planning Committee: Curtis Simms, Katy Smith (PHF), Kelly Gilbert (Spartanburg Hospital – unsure of last name), Keith Scott, Healthy Foods Rep (Eat Smart, Move More), AARP – Coretta. Anyone else who is interested.
- Priorities are to select the date and location. Need to mail letter out and send email to encourage attendance
- Registration fee will be nominal to cover lunch, but will look for sponsors.
- Location: Farmers market has nice room. Terecia to follow up.
- Work to make the name better, so organizations will want to come in and tell their story.
- Tentative date: Thursday November 3rd.

MOTION: Motion to approve the Policy Committee report: Rhonda Mitchell, Second: Wendy Duda. After no further discussion the motion was approved.

- d. Finance – Lynn Stockman, Chair: Discussed the Financial Report. Made journal entry adjustments to match the 990, because we have the old version of Quickbooks. Financials now reflect actual expenses.
- Lost money on conference this year as well as the Spring Board Retreat.
 - 2015 conference did not get invoice until September; the expense is shown in attached Financial Report.
 - Only outstanding item is deposit for membership dues.
 - Sent SCDOT a \$2200 invoice for wellness forum.
 - Discussed Lobbying fees/chamber fees.
 - \$65,000 in bank account.
 - Credit card processing fees were \$4500 in fees, not reflected in budget. Discussed credit card processing fees. Keith to get with Shaun to include credit card processing fee in dues charged to members.

MOTION: Motion to charge a credit card processing fee to be paid by those using a credit

card for all transactions (i.e. conference registration, vendors, membership dues, etc.) was made by Wendy Duda, Frieda Price seconded. After no further discussion the motion was approved.

Reviewed 2016-2017 Budget. The budget is balanced.

- Winter Retreat is one day only in Columbia. If anyone travels the day before, expenses are on own.
- Clemson Spring Retreat should be no cost.
- We are not having Board lunches sponsored this year. Focus will be on retreat sponsorships.
- Conference & Rodeo is assumed to be the same as last year.
- RTAP - Curtis is active in getting funding. Included Directory sponsorships as well.
- Expenses: Auditing went from \$1500 to \$990 for review only. Quickbooks will be moved to an online monthly service. We will be able to run checks through the software, and the auditor will be able to access the online service.
- Miscellaneous includes bereavement gifts, travel to summits, OPT workshop, cost of memberships to CTA/APTA, etc.
- Discussed CTA/APTA memberships this year should through members existing access. Keith will participate in monthly calls using his existing access.
- Jenny, Terecia and Pam have been a big help in pulling the budget together.

Discussed the Tax Form 990 and recapped lobbyist issue discussed at Board retreat. If a nonprofit hires a lobbyist to avoid a 30% proxy tax, you must notify membership that dues were going to lobbying effort. We spent \$18,000 on lobbying, and owe \$7,000 in taxes. Since board voted previously to hire a lobbyist out of our reserves and not part of dues, we will get a legal opinion to determine if that will be acceptable. If lobbying is needed in the future, it would be easy for Terecia to register. Since this is the 1st year of General Assembly, any transportation funding would not pass for two years, so lobbying is not needed. However, we can educate and advocate. We will be getting an opinion, and should be able to show revenue on previous years conferences.

Discussed conference will be Marriott in North Myrtle Beach for the next two years; however, the 3rd year will be Clemson, which will save us some money. It was noted that we do not want to lose momentum, and we will likely not get the same return as we do in Myrtle Beach. Attendance was good at Wild Dunes, but it has dropped from previous conferences. Suggestion to survey attendees using volunteers to ask questions about conference location and give away a door prize for responding.

MOTION: Motion to approve financial report and budget for FY 2016/2017 was made by Frieda Price, Wendy Duda seconded. After no further discussion, the motion was approved.

III. Unfinished Business

- a. Website: Discussed updating the website at the TASC retreat to address some of the issues with finding the site and to make it easier to manage/update. We have looked at different options to move forward with a new website and determined that the

WordPress platform is the best option, as it can be updated live, has a modern design, and can be expanded in the future. It is also search engine optimized. Shaun received a quote from the company that does the Clemson website and the quote was discussed with others in the industry to determine if it is fair. While it is higher than many local shops, it does appear to come with a higher level of security, since they manage Clemson's website. The cost to build/transfer the old site to WordPress is \$2,500. The cost to do the annual hosting and maintenance is \$1,020, which is higher than our current fee of \$900 per year. Next year we will look at online advertising as an option. Goal should be to provide meaningful content. It was noted that the site should be ADA accessible for hearing and visual impaired. We should post financial information on website. A discussion was held about the monthly e-blast. We pay \$20/per month, and anyone can send content to Shaun/Terecia to send out.

MOTION: A motion to move forward with the firm recommended by Clemson for a \$2,500 website design and transfer fee plus increasing the 2016-1017 Budget for the annual website maintenance and hosting fees from \$900 to \$1020 was made by Keith Scott. Wendy Duda seconded. With no further discussion, the motion was approved.

IV. New Business

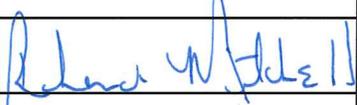
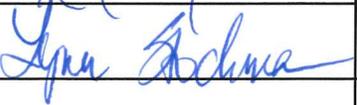
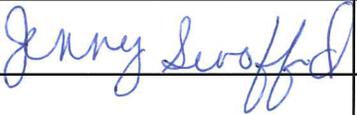
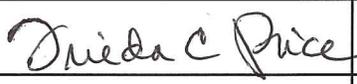
- a. The next Scheduled Meeting is Thursday, September 1, 2016 @ Proterra Plant @ 11:00 AM – details to be provided.
- b. Terecia will be attending the interagency council conference call.
- c. Mark Rickards last day is in July. He is moving to Ocean City Maryland to run the transit system. Mark has been a great asset to the Greenville Transit System, the TASC Board, and the advancement of transit in our state. We wish him well.

The meeting was adjourned at 12:14 PM

Attachments:

- 1) Sign In Sheet**
- 2) Revenue & Expenses (7/06/2016)**
- 3) Proposed Budget FY2016-2017**

Transportation Association of South Carolina

Sign In Sheet		Board Member (Officers)	Organization	Board Meeting - 7/7/2016 Signature	Excused Absence
Transit System	1 of 8	Michael Burgess	Williamsburg County Transit System		✓
	2 of 8	Wendy Duda	York County Office on Aging		
	3 of 8	Charles MacNeil	Pee Dee Regional Transportation Authority		✓
	4 of 8	Rhonda Mitchell	Lower Savannah Council of Governments		
	5 of 8	Mark Rickards	City of Greenville/Greenlink		
	6 of 8	Robert Schneider	The COMET/Central Midlands RTA		✓
	7 of 8	Keith Scott (President)	City of Anderson		
	8 of 8	Lynn Stockman (Treasurer)	Newberry County Council on Aging		
Business Member	1 of 2	Dana Spurgeon	National Bus Sales & Leasing Inc.		✓
	2 of 2	Ginger Stevens	TransDev Services, Inc. /Charleston Area RTA		✓
Non-Public Specialized	1 of 3	Mary Mack	Lee County Disabilities and Special Needs Board		✓
	2 of 3	Jenny Swofford	Calhoun County Council on Aging		
	3 of 3	Pam Dukes	Senior Resources, Inc.		
Govt. Agency	1 of 2	Ron Mitchum	Berkeley Charleston Dorchester Council of Governments		
	2 of 2				
Affiliate	1 of 1	Kat Moreland (Vice President)	Clemson University		✓
At Large	1 of 2	Sharon Hollis (Secretary)	Davis & Floyd		
	2 of 2	Frieda Price	York County Adult Day Care		
Associate	1 of 1	Lynnda Bassham	Past President		✓
SCDOT	1 of 1	Curtis Sims	SCDOT Appointee		✓
Support Staff		Terecia Wilson	Executive Director		
		Shaun Gaines	SCLTAP Clemson University		✓

Per Article IV, TASC Board By-laws (edited, except where noted)

* 18 Voting Members, 2 Non-Voting Members (Associate & SCDOT)

* Any Board Member missing 3 unexcused board meetings may be removed from the Board upon a majority vote of the Board of Directors; The President shall rule on the validity of excused absences

* The Board shall not meet less than once per quarter; 1/3rd of voting members shall constitute a quorum (6)

**Transportation Association of South Carolina
Revenue & Expense - Actual vs. Budget
July 2015 through June 2016**

	Jul '15 - Jun '16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
47500 - Transfer from Reserves	0.00	20,450.00	(20,450.00)
47232 - Board Meetings Sponsorships	950.00	2,000.00	(1,050.00)
47211 - Membership Fees/Dues	0.00	15,000.00	(15,000.00)
47231 - Board Retreat	0.00	6,500.00	(6,500.00)
47241 - Conference - Registration	34,635.47	53,000.00	(18,364.53)
47250 - Conference - Exhibitors/Sponsor	0.00	35,000.00	(35,000.00)
47244 - Conf. - Roadeo Registrations	0.00	7,500.00	(7,500.00)
Total Income	35,810.47	139,450.00	(103,639.53)
Expense			
65170 - Admin - Membership dues	1,819.88	0.00	1,819.88
62110 - Admin -Auditing/Accounting Fees	5,540.00	5,000.00	540.00
65020 - Admin - Postage, Mail Service	320.00	100.00	220.00
65040 - Admin - Supplies/Printing	969.57	250.00	719.57
65050 - Admin - Marketing & Spec. Proj.	53,172.46	45,600.00	7,572.46
65160 - Admin - Misc. Expenses	4,437.38	100.00	4,337.38
68121 - Admin - Bd. Mtgs. - Food & Bev.	1,211.62	0.00	1,211.62
68410 - Board Retreat Expense	6,741.14	6,000.00	741.14
68700 - Clemson Service Fees	25,001.05	5,000.00	20,001.05
68710 - Website Maintenance	900.00	900.00	0.00
68500 - TASC Roadeo	2,337.84	6,500.00	(4,162.16)
68620 - TASC Conference	20,363.29	70,000.00	(49,636.71)
Total Expense	123,738.25	139,450.00	(15,711.75)
Net Ordinary Income	(87,927.78)	0.00	(87,927.78)
Net Income	(87,927.78)	0.00	(87,927.78)

Transportation Association of South Carolina (TASC)
Proposed BUDGET for FY 2016 – 2017

Revenues	2015 – 2016 Budget	Actual	Proposed 2016 – 2017
Membership Fees/Dues	\$15,000.00	\$12,620.00	\$15,000.00
Board Retreat (Spring & Winter)	\$ 6,500.00	\$ 10,134.39	\$ 5,000.00
Board Meeting Sponsorships	\$2,000.00	\$1,175.00	-0-
Conference Registrations	\$53,000.00	\$55,780.00	\$56,000.00
Conference Exhibitors/Sponsors	\$35,000.00	\$39,450.00	\$40,000.00
Roadshow Registrations	\$ 7,500.00	\$ 4,500.00	\$ 5,000.00
Transfer from Reserves	\$ 20,450.00	\$20,450.00	-0-
Other Revenues: SCDOT RTAP	-0-	\$ 3,400.00	\$ 2,200.00
Directory Sponsorships	-0-	-0-	\$ 5,000.00
Total Revenues	\$139,450.00	\$147,509.39	\$128,200.00

Expenses	2015 – 2016 Budget	Actual	Proposed 2016 – 2017
Audit/Accounting	\$ 5,000.00	\$ 5,540.00	\$ 1,500.00
Accounting Software Maintenance	-0-	-0-	\$ 740.00
Outside Contractual Services	-0-	-0-	\$25,900.00
Postage/Mailing	\$ 100.00	\$ 196.00	\$ 250.00
Supplies/Printing	\$ 250.00	\$ 1,388.21	\$ 1,500.00
Marketing/Special Projects	\$45,600.00	\$54,283.17	-0-
Miscellaneous Expenses	\$ 100.00	\$ 1,649.36	\$ 1,710.00
Board Retreat (Winter & Spring)	\$ 6,000.00	\$21,415.63	\$ 5,000.00
Clemson Service Fees	\$ 5,000.00	-0-	\$ 5,000.00
Website Maintenance	\$ 900.00	\$900.00	\$ 900.00
TASC Roadshow	\$6,500.00	\$6,257.51	\$ 6,500.00
TASC Conference 2016	\$70,000.00	\$116,173.62	\$70,000.00
TASC Conference 2015/Retreat	-0-	\$22,110.31	-0-
Bus Day Expenses	-0-	\$ 1,674.89	\$ 2,000.00
IRS Taxes and Wire Transfer	-0-	\$ 1,080.00	-0-
Memberships Fees/Dues	-0-	\$ 1,620.00	-0*
Lizard's Thicket Board Lunches	-0-	\$ 1,049.62	-0-
Directory Printing	-0-	-0-	\$ 5,000.00
Transportation & Wellness Seminar	-0-	-0-	\$ 2,200.00
Total Expenses	\$139,450.00	\$235,338.32	\$128,200.00

(-\$87,828.93)

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