

CSPTA EXECUTIVE BOARD MINUTES

November 12, 2010
Boulder School District
Respectfully Submitted

By

Chuck Clopine – Secretary CSPTA Executive Board

Members in attendance

Kanoe Cockett, Theresa Anderson, Dodie Hunker, Cyndi Lovell, Greg Jackson, Mark Wilbur, Cindy Hardin, Bob Young, Nicole Portee, Kathy Swier, & Chuck Clopine

Meeting called to order – 10:15

Bob Young

- Discussion of the E-Board meeting protocol
 - Allow discussion without restriction
 - If Roberts Rules of Order are implemented then that protocol will be followed
- Visitors will be introduced at the outset of the meeting
 - If visitors wish to speak – they will be allowed to speak
- The requirements of a 501C3 organization have a required set format
 - Further discussion of visitors attending E-Board meeting

Consensus:

- Allow visitors to come in but limit involvement
 - Visitors will be allowed to speak
 - Time limit will be three (3) to five (5) minutes depending the number of visitors attending
 - Time limit will be established at the outset of each meeting
 - President will designate amount of time
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Minutes of previous meeting discussed

- Cindy Hardin inadvertently left off the list of attendees and has been shown as having attended the September meeting

Dodie Hunker

Motion to accept the minutes as written with the amended addition of Cindy Hardin

2nd – Cindi Lovell

Motion carried – Unanimously

Financial Report

- Kathy Swier reported she was unable to have the report printed in time for the meeting
- Balance of \$19,429.00
 - This balance reflects a shortfall of \$600.00 at the time of this meeting
 - No outstanding bills to pay
 - Some small income reported from membership fees

Kathy Swier

Motion to approve Bob Young as official signer on the CSPTA bank account

2nd Mark Wilbur

Motion carried – Unanimously

- Bob Young will go with Kathy to bank to get his signature on the account

Theresa Anderson

Motion made that the Treasurer of CSPTA shall present a written 'hard' copy of this month's financial report to the CSPTA board

2nd – Dodie Hunker

Motion carried – Unanimously

Treasurer will send copy of report via e-mail to Board Members by November 15th.

Discussion

- Need for audit of finances by trustees of CSPTA E-Board
- What is required of a 501C3 organization?
 - Minutes
 - Financials
- Concern expressed regarding accuracy of reports
- When is the last time E-Board/Trustees reviewed receipts and payments made?
- Have payments been made which might disqualify 501C3 status?
- When is the last time CSPTA Constitution & By Laws have been updated?
- Where is the most recent version of the Constitution & By Laws?
- 'Bottom Line' – Is CSPTA meeting all requirements of 501C3?
- Section 9 – Constitution & By Laws
 - Are Officers Bonded?

Comment – there is more than financial audit; there is organizational audit.

E-Board Member

Motion – that CSPTA Trustees conduct an organizational and financial audit of CSPTA

2nd Kathy Swier

Motion carried – Unanimously

NAPT

Discussion 'around' maintaining membership

No action taken – due to previous meeting decision

Status of Business Manger Position

- Barbara Broadbrooks submitted letter of resignation effective 12/31/2010
- With this resignation there will be a minimal surplus of money with which to work.
- What should be done?
 - Is a Business Manger needed for CSPTA?
 - Various committees could do same work
 - Finances = Finance committee
 - Membership dues = Membership committee
 - Conferences = Conference committee
- Who would take care of the 'tax piece' of CSPTA?

Discussion - Cindy Hardin's secretary assuming duties of Business Manager at a reduced rate of compensation.

- Duties of Business Manager must still be defined

E-Board Member

Motion to offer contract to Cindy Hardin's secretary for an interim, trial period of 6 months serving as CSPTA Business Manager

2nd Mark Wilbur

Discussion

- Cindy Hardin's secretary should submit a contract offer to E-Board
- CSPTA has no contract to offer to anyone

Motion – Defeated Unanimously

Theresa Anderson will oversee transition and transfer of records, files, etc. with Cindy Hardin's secretary

- During the process discover Barbara's various responsibilities
 - This will help develop a position description
 - Lists of contact people in school districts in the Colorado may be obtained
 - Specifically looking for CSPTA contacts in these districts

Consensus

Develop an RFP to fill the position of Business Manager by January 31, 2011

E-Board Member

Motion that CSPTA Executive Board accepts with appreciation Barbara Broadbrooks' letter of resignation.

2nd – Mark Wilbur

Motion carried (with regret) – Unanimously

Membership Fees

- Present fee per member is \$45.00
- Recommendation to E-Board – information discussed in Finance Committee Report for;
 - \$300.00 fee (up to 3 people) for vendors
 - Additional charge for booth (as discussed in financial report)

Mark Wilbur

Motion to use \$300.00 fee (up to 3 people) for vendor show plus an additional fee for booth and amenities as discussed in the financial report.

2nd – Cindy Hardin

Discussion

- What will be the percent of discount?
- Does E-Board want to be so specific in this motion?
 - Rationale for the specificity is to inform vendors what they can expect for the fee.

Motion carried – Unanimously

CSPTA State Road-eo Committee

- Ronna Gerst – Denver Public Schools – Chair-person
- Mark Ketchum – Littleton Public Schools – Assistant to Chair-person
- Chuck Clopine – CSPTA Liaison
- Ronna is to contact the person in Pueblo in charge of reserving Dutch Clark stadium as soon as possible.
- ALL Committee Chairs will report to collaborate with Ronna with regards to participating in the competition
 - This includes Fleet Committee Chairs & SPED Committee Chairs
 - SPED participants will compete on the same skills/maneuvers course as Transit and Conventional participants
 - Road-eo will be conducted according to international standards for school bus road-eos
- Ronna will contact Theresa Anderson for help from the SPED committee
 - SPED committee will supply all necessary to achieve the competition apart from skills/maneuvers course

- This includes unique SPED skills, pre-trip, etc.
 - Fleet Service Chairs will see to the established routine of the Tech competition while maintaining communication with Ronna as to their respective progress.
 - Ronna may contact Albert Samora – Denver Public Schools
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Discussion of E-Board members serving as members of E-Board Sub-committees.

- Preference is to allow as many CSPTA members to be involved in Sub-committees as possible rather than E-Board members.
- Finance committee and Jim Dale committee are exceptions as these committees deal with CSPTA money

No action taken

Summer Trade Show

- Desire is to have main meeting at the CDE Workshop in Pueblo, in June
- There will be small one day meetings
 - Confluence
 - Legislative Update Conference
 - These meetings along with the one in June satisfy the members meeting requirements in Constitution & By-laws

Discussion regarding CSPTA E-Board members going to the outlying districts and sharing with them information involving all aspects of pupil transportation.

Next Meeting

Friday, December 10, 2010 @ McCandless International

Theresa Anderson

Motion to adjourn the meeting

2nd – Nicole Portee

Motion carried – Unanimously

Meeting adjourned – 2:08 PM