

# TTA Board of Directors Workshop Meeting Minutes

August 28-30, 2019

Sheraton Gunter Hotel San Antonio

205 East Houston Street, San Antonio, TX 78205, (210) 227-3241



*TTA's mission is to support the needs of Texas public transportation systems through statewide advocacy and education.*

These are the minutes of the TTA Board of Directors Workshop held on August 28, 2019, at the Sheraton Gunter Hotel on 205 East Houston Street, San Antonio, Texas. The meeting was called to order at 1:08 pm by President Mario Delgado with the following board members present:

## **BOARD MEMBERS PRESENT:**

Mario Delgado, President  
Jorge Cruz-Aedo, VP Metro  
Tom Logan, VP Small Urban (called in initially and arrived later)  
Sarah Hidalgo-Cook, VP Rural  
Norma Zamora, Secretary/Treasurer  
Allen E. Hunter, TTA Executive Director  
Irene Villa for Jay Banasiak  
Robert Gil  
J.R. Salazar  
Jessie Arriaga  
Lylene Springer  
Chris Mandrel (called in initially and arrived later)  
Vincent Huerta  
Jeff Johnson  
Huelon Harrison

## **Members joined via conference line:**

Tom Jasien

## **Not in Attendance:**

Gary Thomas/Eron Linn  
Jeff Arndt

## **Day One August 28<sup>th</sup> :**

1. The meeting was called to order by TTA President Mario Delgado at 1:08 pm.
2. **President's Welcome;** Mario Delgado provided a brief welcome statement to the board and explained the purpose of the Board Workshop and what he hoped to accomplish.
3. **Executive Director Introduction;** Allen E. Hunter thanked the board, provided a brief statement which explained that his goal was to have a better understanding of the boards expectations of his role at the conclusion of the workshop.
4. **Consideration and approval of the June and July Board Minutes**
  - a. June 26, 2019 Board Meeting Minutes – Lylene Springer was present on the phone
  - b. July 23, 2019 Board Meeting Minutes – Lylene Springer and Jeff Johnson were both present in person  
Jorge Cruz-Aedo made a motion to accept the minutes with the corrections being noted, which was seconded by Sarah Hidalgo-Cook, and was approved unanimously.
5. **Budget Discussion & Approval;**

Norma Zamora discussed the upcoming budget in detail line by line. Mario and Norma brought up discussions about adding Allen to the Wells Fargo account. Jessie mentioned that the new ED would have the ability to adjust the different budget categories as necessary. Norma mentioned that the payroll will need to be set up for the new ED and that Allen will research the agency that provides the best value. There was a lot of discussion about the website and cost. It was noted that Allen will be working closely with the website developer to maximize what TTA is receiving. Norma mentioned that it was time to schedule an audit and that tax audit had not occurred in some time. There was also discussion whether a Lobbyist would be needed for this year since it was not a legislative year. Norma indicated that \$30,000 was budgeted for this year. Mario mentioned that he would be meeting with the lobbyist to see what could be negotiated. There was discussion about the potential of the Fall Training Session and Golf Tournament. Waco Transit was still undecided about their ability to host the training/tournament. Allen committed to staying in touch with Waco Transit to get a decision so the event could

be planned and promoted. There was also discussion about possibly redirecting the funds collected to another event. There was a brief discussion about TTA utilizing an event coordinator to assist with this year's conference.

Lylene Springer made a motion to accept the budget, which was seconded by Jeff Johnson, and was approved unanimously.

#### **Break 2:36 pm**

Mario reconvened the meeting at 3:00 pm.

**6. Discuss Election Criteria to Create and Ensure a Succession Plan; Revision of Bylaws;**

There was discussion about amending the Bylaws to allow for the appointment of a President Elect prior to the next all members meeting in January.

Sarah Hidalgo-Cook made a motion to amend the Bylaws to allow for the appointment of a President Elect prior to the next all members meeting in January, which was seconded by Jeff Johnson, and was approved unanimously.

**7. New Business;** There was discussion about TTA working with other Associations. There was also some discussion about the geography of TTA Board Officers.

The topic of filling the Associate Member Vacancy was brought up by Mario. Currently, there were three candidates that are interested in the vacant position. Norma mentioned that the board would need to refer to the current Bylaws. This item was then tabled and Allen was tasked with looking into this and having the information for the next meeting.

**8. Allow President Elect Candidates an Opportunity to Address Board Members and Vote;**

There were two candidates interested in the position of president elect; Jorge Cruz-Aedo and Vincent Huerta. Jorge Cruz-Aedo expressed concerns due to a lack of Metro agencies present. There was discussion about whether the presentations should take place another day during another meeting or electronically. Ultimately it was mutually agreed that it would be better to have the presentations and vote during this meeting. A brief break was taken prior to the presentations by each candidate.

#### **Break 3:56 pm**

Mario reconvened the meeting at 4:04 pm. Vincent Huerta presented a brief Power Point Presentation to the Board of Directors expressing his qualifications, interest and desire for serving the association. Hugh had one question which was did Vincent have full support from his agency. Vincent replied yes. Next Jorge Cruz-Aedo presented a brief presentation to the Board of Directors expressing his interest, abilities, past experience and his innovation and leadership. Hugh asked the same question which was did Jorge had the full support from his agency. Jorge replied yes.

At this time, Mario passed out ballots and a vote was taken. After the votes were counted, Mario announced that Jorge Cruz-Aedo was elected to be the President Elect pending changes to the bylaws. Both candidates thanked the board.

Mario announced that Breakfast would be severed from 8:00-9:00 am in the morning and that the meeting would begin at 9:00 am. Mario thanked everyone for their effort and participation. The meeting was adjourned at 4:35 pm.

#### **Day Two August 29<sup>th</sup> :**

**9. The meeting was called to order by TTA President Mario Delgado at 9:00 am.**

**10. Develop Goals, Objectives and Expectations for Association and new TTA Executive Director for FY 20;**

Allen shared some of his thoughts with the Board for short and long term goals. Such as, increased membership, improve communication, update and improve the website, training, create a calendar so members can plan well in advance to attend events, and work with McAllen to ensure a successful Rodeo and Conference. Mario stated that he would like to see the Board prioritize these Goals for the upcoming year. The Board entered into a lengthy discussion regarding goals, objectives and priorities.

**Break 10:35 am**

Mario reconvened the meeting at 11:00 am. After a brief discussion the Board identified the following goals for the upcoming year.

1. Increasing Membership/ Adding Value to the Membership
2. Improved Communication Members and Non Members
3. Work Closely with McAllen to ensure a successful Rodeo and Conference
4. Work with Bylaw committee to Update Bylaws before January
5. Provide regular Board updates to the President and President Elect (Weekly)
6. Work to improve TTA Branding so that it is more consistent

**Lunch 11:30 am**

Mario reconvened the meeting at 1:20 pm.

**11. Reestablish Committees and Establish FY20 Committee Goals and Objectives;**

After a brief discussion the following Committees and goals were reestablished.

**Legislative Committee**

Gary Thomas/Eron Linn Chair  
Tom Jasien  
Sarah Hidalgo-Cook  
Robert Gil  
(Possibly Lloyd from El Paso and  
Perry for Ft. Bend County)

(Possible joint Leg. event in Jan. at Mem. Meeting  
w/all agencies Lobbyist, Provide update for  
website)

**Finance Committee**

Norma Zamora Chair  
Jessie Arriaga  
Eron Linn  
J.R. Salazar  
Huelon Harrison

(Ensure that events stay within Budget, Investigate  
Investment Opportunities, Annual Audit)

**Membership Committee**

Jorge Cruz-Aedo Chair  
Sarah Hidalgo-Cook  
Lylene Springer  
Jay Banasiak  
Chris Mandrel

(Work with ED to grow membership,  
Assist in ensuring Member List is current)

**Organizational, Structure and Bylaws Committee**

Jeff Arndt Chair  
Lylene Springer  
Jeff Johnson  
Tom Logan

(Modify Bylaws by the next All Mem. Meeting in Jan  
and standardize admin policies and SOP's)

**Educational and Events Committee**

Jeff Johnson Chair  
Vincent Huerta  
Robert Gil  
Mario Delgado  
(Possibly Sean Scott)

(Work to have a successful conference, Ensure  
relevant topics for conference, Work to secure  
future conference locations)

**Communications and Marketing Committee**

Jeff Johnson Chair  
Rita Patrick (Corpus Christi)  
Irene Villa  
Kelly Coughlin  
Mario Delgado

(Establish consistent brand for all publications,  
Look into the TTA logo to determine if a change  
is needed)

Jorge Cruz-Aedo made a motion to host the 2021 Rodeo and Conference in Corpus Christi, which was seconded by Jeff Johnson, and was approved unanimously.

**12. Discussion Regarding Board Health;**

There was a general discussion about the strengths and weakness of the board. Sarah mentioned that the Board should be more involved with the Transportation Commission Meetings and that there should be more involvement during legislative events. JR mentioned that TTA needs to continue to foster the relationship with TxDOT and FTA. Sarah stated that it would be beneficial to get the meeting notices and minutes out earlier. Meeting agendas and minutes should be posted on the website timely. Hugh shared that each board member should be an ambassador for our Association. Hugh also mentioned that the website should have certain content that would be available to members only to increase member value.

**13. Discuss and Establish Future Meeting Dates;**

Allen passed out a hardcopy calendar to each of the members to allow everyone the opportunity to include important dates. Jorge stated that it was important not to change the dates once set because he has missed meetings as a result. Lylene, mentioned that some of the meetings could be call in meetings or webex meetings. Norma mentioned that we should consider something called Zoom.

**Break 3:25 pm**

Mario reconvened the meeting at 3:35 pm. After a brief discussion the Board agreed to the following future dates for Board Meetings.

September 26<sup>th</sup> at 10:00 am (Call in)  
October (no meeting)  
November 14<sup>th</sup> (Austin)  
December (no meeting)  
January 21<sup>st</sup> (Austin)  
February 20 at 10:00 am (Call in)  
March 5<sup>th</sup> (Austin)  
April 6<sup>th</sup> or 7<sup>th</sup> (at conference)  
May (no meeting)  
June 25<sup>th</sup> at 10:00 am (Call in)  
July 14<sup>th</sup> or 21<sup>st</sup> (pending the TxDOT Semi-Annual Meeting)  
August Board of Director's Workshop 26<sup>th</sup> – 28<sup>th</sup> in South Padre

Allen thanked everyone for their attendance and participation.

Sarah made a motion to adjourn the meeting, which was seconded by Jeff Johnson, and was approved unanimously

Mario Delgado adjourned the meeting at 3:45 pm

\_\_\_\_\_ made a motion to approve the meeting minutes from the August Board of Directors Workshop, which was seconded by \_\_\_\_\_, and was approved unanimously. The minutes were approved by the Board of Directors on September 26, 2019.

I hereby certify that the above and foregoing pages constituent the full, true, and correct record of all proceedings and official records of the Texas Transit Association at its Board of Directors Workshop on August 28-30, 2019 in San Antonio, Texas.

Approved: \_\_\_\_\_  
Mario Delgado, President, TTA

\_\_\_\_\_  
Date Signed