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**BOARD OF DIRECTORS MEETING MINUTES**  
**Tuesday, December 9th, 2014 | 6:00 – 7:30 PM (Eastern)**  
*Times Noted Are Approximate*

6:00 Introductions

Katherine Kortum, Whitney Sullivan, James Robertson, Lauren Cochran (Houston chair), Elicia Elliott, Aaron Zimmerman, Emma Chapman, Jack Cebe, Zach Bugg, David Gerstle, John Gasparine (Baltimore chair), David Morse (Nashville chair)

6:05 Review and Approval: November 2014 meeting minutes

Meeting minutes for November were approved

6:10 Officer Reports

Chair: Katherine Kortum

- Review 2015 timeline

Please let Katherine know if you see anything that should be changed/added/deleted. It's intended to keep us aware of upcoming events and on task with deadlines.

Communications: Whitney Sullivan

- Annual report

Board members need to provide info to her sooner rather than later. Chapter info is great/complete.

Membership: James Robertson

- Deputy Vice Chair
- Membership report

All are good with Stephanie Dock being the Deputy Vice Chair (DVC) for Membership

Member number update – 1351 this year, 1190 last year. Total affiliates up 20% - 8236 on email lists for all chapters.

Sponsorship: Emma Chapman

- Sponsorship updates

Emma & Jack:

Pursuing a few sponsorships (e.g., automotive, aerospace, law firms, Amtrak, Rutgers policy school, Siemens, AASHTO, Parsons Brinkerhoff). Experiencing some struggle to demonstrate value to sponsors of chapter versus international sponsorship.

What do you get as an international sponsor? Logos on all national stuff; good morale for the company employees; tax write off likely. As a local sponsor then you are impacting events.

John Gasparine suggested creating a "Flagship Sponsor" for a single firm that would give elevated

exposure.

Chapters: Richard Sun

- New chapter: Sacramento
- Chapters to alert Int'l with new/renewing sponsors and any changes in board composition

Katherine:

Nothing more to report

Finance: Aaron Zimmerman

- November finance report
- PayPal set-up
- Review of QuickBooks
- Simplification of Account Management and Transfer

Working through the various payments. He is working with Katherine and sponsorship/membership chairs to work on understanding anticipated revenues.

Managed to get set up with PayPal, which meant that we could get money out of PayPal and also make lower-cost transactions. We cannot use the bill-pay system that Wells Fargo has to send checks internationally, so we are writing and sending those checks by hand.

He is planning to review the usefulness of QuickBooks, which costs us a monthly membership fee.

Managed to simplify moving the account reins from one person to another on the Wells Fargo account.

Noticed that the GoDaddy hosting is due every two years and the SEO is due annually this time of year

Administration: David Gerstle

- BOA Renewals
- YPT award

Board of Advisors report: we will keep Mort Downey, Emil Frankel, and Jonathan Gifford. We are planning not to renew Bob Skinner, outgoing executive director of TRB. Emma Chapman requested that we let her know about sending the request to Mort Downey and Emil Frankel.

We are looking to roll out YPT Awards. Two things to arrange: the dates for the opening and closing of the award. We have decided that we will announce/open the award at the TRB party and close it a month later.

Programs: Elicia Elliott

- TRB planning

9-10:30 pm of the YPT event. The DC Chapter is going to do some appetizers and potential drinks with \$250 for the international board leadership at somewhere nearby.

7:30 Adjourn. Next meeting is **Tuesday, January 6, 2014**

Meeting adjourned at 7:24pm