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**BOARD OF DIRECTORS MEETING MINUTES**  
**Tuesday, January 6, 2015 | 6:00 – 7:30 PM (Eastern)**  
*Times Noted Are Approximate*

- 6:00 Introductions
- 6:05 Review and Approval: December 2014 meeting minutes
- 6:10 Officer Reports
- Chair: Katherine Kortum
- Review 2015 timeline
- Communications: Whitney Sullivan
- Annual report
- Membership: James Robertson
- Member number update
- Sponsorship: Emma Chapman and Jack Cebe
- Sponsorship updates
- Chapters: Richard Sun
- Finance: Aaron Zimmerman
- December finance report
  - Budget
- Administration: David Gerstle
- YPT award update
- Programs: Elicia Elliott
- TRB review
  - 2015 planning
- 7:30 Adjourn. Next meeting is **Tuesday, February 10, 2015**

6:00 Introductions - Katherine Kortum, Zach Bugg, Emma Chapman, James Robertson, Aaron Zimmerman, Whitney Sullivan, David Gerstle, Phillip Cherry (Atlanta chair), David Morse (Nashville chair), Jack Cebe, Elicia Elliott, Richard Sun

6:05 Review and Approval: December 2014 meeting minutes

Motion to approve minutes, seconded, and then unanimously approved.

6:10 Officer Reports

Chair: Katherine Kortum

- Review 2015 timeline

YPT International hosts leadership happy hour event, with appetizers provided, the evening of Sunday, January 11, 2015 before the TRB Conference. It will be 7:00pm - 8:30pm at Lost and Found This will be a 'meet-and-greet', a chance to put faces with voices you've perhaps heard and meet people who are doing the same thing as you but in different cities.

Young Professionals' Reception - Sunday, January 11

Co-hosted by the TRB Young Members Council (YMC) and YPT, this year's Young Professionals' Reception focuses on creating mentorship connections between industry veterans and emerging professionals. In addition, the reception celebrates all young professionals, students, and their supporters by providing opportunities for career development and networking with peers from around the country. Light refreshments will be served. The event is open to all YPT Members and Friends - TRB registration is not required to attend this particular reception, but all TRB attendees are welcome to participate as well.

Date: Sunday, January 11, 2015, from 9-10:30PM

Location: 3rd Floor, Convention Center, Ballroom South, Pre-Function C

The two insurance policies will expire and we need to renew them. The General policy has already been renewed; the D&O is pending.

CRM Quarterly refresh. We contact AGH to apply any updates or fixes.

Communications: Whitney Sullivan

- Annual report

Ms. Sullivan submitted a draft this morning, and she has requested feedback and edits as Katherine and Aaron already have submitted. Larry will incorporate the edits.

Membership: James Robertson

- Member number update

Mr. Robertson reports that 1,310 members have paid and 39 people in their "grace period". We went down in membership in due to memberships lapsing. We have an increase in the email list. Burlington (New Chapter), Los Angeles, Phoenix, Sacramento (New Chapter), Toronto, and Vancouver have not updated their CiviCRM access list.

Sponsorship: Emma Chapman and Jack Cebe

- Sponsorship updates

Mr. Cebe reports that Parsons Brinkerhoff will be renewing their sponsorship. They are in continuing conversations with AASHTO and Airsage.

Mr. Cebe and Ms. Chapman spoke with John Gasparine about doing a sponsorship webinar for the local chapters. Mr. Gasparine provided notes based on his experience with fundraising which Mr. Cebe summarized.

Ms. Elliot has continued to work on a sponsorship with KPMG.

Mr. Cherry requested access to any resources that are available in regard to sponsorship. Mr. Cebe will share such resources with him and all of the other chapters. However, it seems that not all chapters have access to the chapter Dropbox.

Chapters: Richard Sun

Mr. Sun reports that there are three pending new chapter: Dallas, Columbus, and Tallahassee. In the Dallas area, they are working with getting folks in the airline industry. In Columbus, they are working

mostly with recent transplants from cities with YPT chapters. Tallahassee is the farthest along. Mr. Cherry has offered to help recruit folks in Dallas.

Ms. Sullivan requested some clarification on the chapter roster. She will follow up with Richard and Katherine.

Mr. Cherry asked if it was possible to organize events through Eventbrite rather than CiviCRM because CiviCRM takes a larger commission than Eventbrite does. No one sees any reason for chapters not to use Eventbrite to organize their events. Mr. Morse informed the board that the Nashville chapter has only ever used Eventbrite to organize events.

Finance: Aaron Zimmerman

- December finance report
- Budget

Finance report:

Mr. Zimmerman reports that he followed up with the Austin chapter and have finally been paid out. We have experienced some trouble with sending checks by bill pay: Nashville did not receive their check and Portland allowed a check to expire. Mr. Zimmerman re-sent checks to each.

Budget:

Mr. Zimmerman and Ms. Kortum met last week to review the budget. Mr. Zimmerman reviews the revenues that International collects: we take 25% of member's dues but then take the processing fees out of our cut. However, Intl collects all of the revenue from at-large members.

Mr. Robertson has raises to inform Mr. Zimmerman that those who are "at-large" members are part of proto-chapters. When the chapter becomes official the chapter will receive \$100 of seed money.

Mr. Zimmerman ran through the remainder of the budget.

Ms. Elliott raised the point that we could have much more programming than is in the budget, though Mr. Zimmerman points out that there is a line item for 5-7 events.

Mr. Robertson asked if we have a minimum balance that we need to maintain. Mr. Zimmerman and Ms. Kortum offered \$5,000 - \$6,000 as a minimum, though ideally at around \$10,000 so that we could operate for a year without revenue. Mr. Robertson concurred that having a year of operating cash on hand is a good idea.

Leadership meeting:

Ms. Kortum asks what folks think about a leadership meeting.

Ms. Chapman agrees that meeting face-to-face would be a good idea, however, we need to ensure that the local chapters are getting a commensurate benefit.

Mr. Zimmerman wants to make sure that folks understand that the event would be a working meeting.

Mr. Robertson argues that face-to-face meeting(s) are necessary for bringing YPT to the next level from a D.C.-centric organization to an international organization.

Mr. Cebe mentions that most airlines would only be willing to sponsor with flight vouchers. However, Ms. Chapman references past efforts to achieve airline sponsorships without much progress.

Ms. Chapman asked for feedback about the idea of paying chapters as a part of the board meeting. Mr. Cebe suggests that perhaps we could invite the chapter boards as well.

Ms. Elliott agrees that it is a good idea and agrees that we should ensure that we are providing a clear benefit to the chapters.

Mr. Bugg ran through the numbers of doing a group meeting. The location greatly affects the cost of a board meeting. The cost would likely be \$6-\$9k. We may be able to get meeting space from a sponsor.

Ms. Chapman suggested that Chicago could be good because there are so many flights there. Ms. Chapman also suggested that winter may not be a good time.

Ms. Kortum requested feedback from the rest of the board.

Mr. Gerstle suggested that it is a good we might go on the weekend for cost, we should ensure that we are providing a clear benefit to the chapters, we should think of it as a strategy meeting, and we might be able to receive mentorship and guidance at and from one of our member firms.

Mr. Cebe and Ms. Chapman suggested that it might make sense for the terms to be two years in order to justify the investment in this board. Ms. Kortum thought that a two-year term could be difficult for young people as a commitment.

Mr. Robertson suggested that this board plan the strategic meeting for the next board.

Ms. Sullivan is in general agreement.

Ms. Elliott will set up a poll to see if there are any meetings that all board members will be attending.

Budget:

Mr. Zimmerman requested a vote on the budget. The board deferred voting on the budget.

Administration: David Gerstle

- YPT award update

Mr. Gerstle confirmed that the YPT Award had been affirmatively voted on by the previous board at the "Plan A" level which includes a happy hour for the local chapter, a plaque, and a free membership at a cost of about \$600 to the International organization.

Ms. Sullivan offered to put on the website and send an email with any text that Mr. Gerstle provides to this effect.

Programs: Elicia Elliott

- TRB review
- 2015 planning

Ms. Elliott has nothing to add.

7:30 Adjourn. Next meeting is Tuesday, February 10, 2015