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BOARD OF DIRECTORS MEETING MINUTES
Tuesday, November 11, 2014 | 6:00 – 7:30 PM (Eastern)
Times Noted Are Approximate

6:00 Introductions

Katherine Kortum, Whitney Sullivan, James Robertson, Lauren, Elicia Elliott, Aaron Zimmerman, Emma Chapman, Jack Cebe, Zach Bugg, Tristan Cherry (Burlington), Nikhil Sikka (Burlington), Lauren Cochran (Houston), Michael Houston (Seattle), Nick Wood (Austin), Phillip Cherry (Atlanta), David Morse (Nashville), William Hui (YPT Vancouver), Tim Potens (Philadelphia), Julia Salinas (Los Angeles)

6:05 Review and Approval: October 2014 meeting minutes

Meeting minutes for October were not available prior to the meeting.

6:10 Officer Reports

Communications: Whitney Sullivan

- Annual report

Working towards putting together an annual report. Looking into flickr and uploading pictures. Looking for pictures for annual report.

Wants to establish a committee to assist in her activities (website, social media, email lists), more information coming next month.

Membership: James Robertson

- Member number update

Asked for list of people that should have administration privileges from each chapter.

Sponsorship: Emma Chapman

- Sponsorship updates

Emma:

Sponsorship from FedEx and CIBC. Eno is happy with their sponsorship of local chapter and they have limited funds for further/international sponsorships at this time. Only international sponsors should show on international emails and marketing.

Jack:

Updated email template to include new sponsors. ASSHTO is still deciding if they will continue being a sponsor.

Katherine:

Local chapters do not automatically get updated templates when the international template is changed. Some of the new chapters are using the international template as their base template and it might be dated. There is a need to make sure that they get the updated template whenever we change the sponsors so they are not sending emails with outdated sponsors on them.

Chapters: Richard Sun

- New chapter: Burlington
- September chapter call report

Katherine:

If things on chapters change please let international know so we can make changes. Burlington had a change that they mentioned – Tristan Cherry signed the CAA but Nikhil Sikka is the acting chair. Tristan signed the CAA because of concerns about Nikhil not being a U.S. citizen.

Finance: Aaron Zimmerman

- September finance report

Aaron is now in control of the bank account. Ran into issue of bill pay information not changing over, but he is manually updating these. Aaron needs updated contact information for individuals that are to receive the checks in case some people are no longer serving as officers and should not be receiving these.

Katherine:

Will be coordinating with Aaron to get new chapters their start-up funds.

Aaron:

Asked about end of quarter money dues that international owes to chapters for the last quarter. James, Stephanie, and Aaron will work towards getting things resolved.

Administration: David Gerstle

- Election update
- YPT award

Katherine:

Elections were held, people were elected, seemed to go well. Please provide any feedback on suggestions to improve the process for next year.

Programs: Elicia Elliott

- TRB planning

Elicia:

Transition is going well. Probably will not be attending TRB. Would prefer a toll free option for the phone calls.

Katherine:

We are looking for other options and are looking for suggestions and solutions.

Katherine:

Big upcoming event is TRB Reception in convention center at 9:00 PM Sunday night jointly with TRB YMC. Also looking to do smaller event for any chapter leadership that attend the TRB meeting; it will be some kind of meet and greet for YPT Chapter and YPT International Leadership.

Zach:

Good opportunity for Baltimore and DC Chapter to meet with YPT Chapter and International Leadership. Volunteered to take the lead on determining the meeting technology for next month.

Aaron:

Asked about access to Dropbox to make sure everyone has access to it.

7:30 Adjourn. Next meeting is **Tuesday, December 9, 2014**

Meeting adjourned at 6:58