

**St. Paul Smart Trips Board of Directors Meeting
January 27, 2011**

Present: Barbeau, Lucas, Merz, Stark, Schwartz, Nimmer, Jameson, Iosso, Morrison, Dallman, Christiansen, Welna
Absent: Swanson
Staff: Clark, Goebel, Treat

Call to order: 8:09 am

I. Approval of December Minutes

Stark moved to approve the minutes, Jameson seconded, motion carries.

II. November and December Financials

Jameson reported that we have \$50,000-60,000 in the bank, a good amount of reserve to have. No financial problems are foreseen for the year. Going over the financials she pointed out that \$45,000 was budgeted for other income. A potential source was a grant we applied for from the Alliance for Biking & Walking, which we did not receive. It is not known if we will receive any other money before March 31st, but Jameson didn't see this as presenting a problem. Jameson went on to report that UPA funding was extended to June 2011 and that BWTC money is being received for both the 2009 and 2010 program. We haven't yet spent all of the 2010 BWTC funding. We're \$100,000 under on revenues, but also \$100,000 under on expenses. We've met our local match on everything spent, and will not be to collecting all of the CMAQ funding allotted to us. Stark asked about how it will affect the organization next year to not claim all of the CMAQ dollars this year. Jameson reported that UPA has been acting as local match and supporting us where the McKnight funding was before.

St. Paul Smart Trips - Narrative Financial Report - November 30, 2010

Cash Position:

Wells Fargo Checking Account:	\$ 9,478
Bremer Checking Account:	<u>\$25,708</u>
Total Cash:	\$35,186

Grant & Local Match Report:

CMAQ Grant (FY 2010)

\$251,453 Awarded - \$102,103 Received

Expires 3/31/11

Grant for 4/1/10-3/31/11 is \$251,453. The balance of \$17,113 from FY 2009 was supposed to carry over to FY 2010 so we have \$268,566 of CMAQ available to spend before 3/31/11, but it is not clear until the contract is signed if that will happen. Local match required for \$268,566 is \$67,141.

UPA Telework Grant (FY 2009-FY2010) – contract extended to June 2011

\$75,249 Awarded – \$32,580 Received

Expires 6/30/11.

UPA Telework grant is direct reimbursement for all costs (including staff time) for UPA expenses. This can be counted toward our local match, but we need to spend it to receive it. UPA Telework grant eligible expenses have been less than anticipated. The implementation of this grant work has been slower than anticipated, but was recently extended from expiring 9/10 to 6/11.

Bike Walk Twin Cities (FY 2009 Program) - July 21, 2009 effective date

Some of the expenses for the FY 2009 Program (Union Park) are still being incurred. Reimbursement for the first survey was received in May and Smart Trips will incur and be reimbursed for a second survey for this Program in August 2010. All revenues from this grant are 100% reimbursable for expenses incurred and this does not count toward local match.

Bike Walk Twin Cities (FY 2010 Program) – April 27, 2010 effective date

Bike Walk Twin Cities awarded Smart Trips for a new program (Highland Park) in 2010. Expenses incurred are reimbursable effective April 27, 2010. All revenues from this grant are 100% reimbursable for expenses incurred and this does not count toward local match.

Local Match Community Partners (FY 2010)

- Ramsey County: Contract for \$10,000 anticipate \$7,500
- City of Saint Paul: \$8,300 – received in July
- Other Local Partners: \$6,000 – TBD

Other Grant Income (FY 2010)

- Other Grant income required to meet budget objectives - \$45,000 – TBD

General Comment on Local Match for FY2010

Because we earned \$73,641 in local match income in FY 2009 we only need to generate an additional \$49,092 of local match in FY2010 to fulfill our CMAQ requirement, but because CMAQ only reimburses 80% of actual qualifying expenses per month if we don't generate annual local match of \$67,141 we will run into cash flow issues and deplete our reserves.

Variance Report:**Monthly Variances greater than \$1,000 and 10%.**

INCOME				
	Actual	Budget	Variance	Variance %
Local Match – Grants	\$1,730	0	\$1,730	100%
UPA Telework was scheduled to expire in September 2010, but it was extended through June 2011.				
Other Income	\$0	\$31,163	(\$31,163)	100%
Budget included reimbursement from Bike Walk Twin Cities for RSM in November for survey work. This will happen later in the year.				
Total Income	\$16,462	\$45,838	(\$29,375)	(64.1%)
See detail above. Most of the variance comes from Bike Walk revenue not received in November.				
EXPENSE				

	Actual	Budget	Variance	Variance %
Salaries	\$15,214	\$13,353	(\$1,860)	(13.9%)
To date salaries are in line with budget.				
Board/Staff Development	(\$1,650)	\$67	\$1,717	2,563%
Board/Staff retreat from October was reclassified.				

Year-to-Date Variances greater than \$5,000 and 10%.

INCOME				
	Actual	Budget	Variance	Variance %
CMAQ Grant Income	\$120,066	\$196,497	(\$76,432)	(38.9%)
CMAQ is less than budgeted this year but we are also experiencing a delay in reimbursement. We have not received CMAQ for October yet and expect it in December along with November reimbursement.				
Local Match – Grants	\$19,856	\$57,907	(\$38,051)	(65.7%)
UPA Telework grant eligible expenses have been less than anticipated. The implementation of this grant work has been slower than anticipated however we got an extension through June 2011 to spend the grant dollars that were set to expire in September 2010.				
Other Income	\$87,744	\$104,000	(\$16,256)	(15.6%)
Some of this revenue covered expenses incurred in FY2009. For the FY2010 program we have received approximately \$40,000 less than budgeted to date, but some of these include survey costs that we still expect reimbursement on.				
Total Income	\$237,639	\$371,704	(\$134,066)	(36.1%)
See detail above.				
EXPENSE				
	Actual	Budget	Variance	Variance %
Contract/Recruitment	\$55,425	\$101,332	\$45,907	45.3%
Less contract work than anticipated for RSM and UPA programs.				
Printing	\$3,961	\$27,436	\$23,476	85.6%

Budgeted for printing for RSM				
Events	\$3,967	\$9,900	\$5,933	60.0%
Cost for events is less than budget.				
Office Equipment/Software	\$1,321	\$15,414	\$14,093	91.4%
Budgeted for incentives/supplies (i.e. laptops) for UPA participants. No participants took advantage of this incentive.				
Postage	\$10,012	\$17,957	\$7,944	44.2%
General postage is running less than budget.				
Bike Rack Purchase/Install	\$0	\$5,000	\$5,000	100%
Did not purchase any bike racks using this money yet.				
Total Expense	\$268,983	\$381,816	\$112,884	29.6%
See detail above.				

St. Paul Smart Trips - Narrative Financial Report - December 31, 2010

Cash Position:

Wells Fargo Checking Account: \$ 9,463
Bremer Checking Account: \$58,982
Total Cash: \$68,445

Grant & Local Match Report:

CMAQ Grant (FY 2010)

\$251,453 Awarded - \$145,036 Received

Expires 3/31/11

Grant for 4/1/10-3/31/11 is \$251,453. The balance of \$17,113 from FY 2009 was supposed to carry over to FY 2010 so we have \$268,566 of CMAQ available to spend before 3/31/11, but it is not clear until the contract is signed if that will happen. Local match required for \$268,566 is \$67,141.

UPA Telework Grant (FY 2009-FY2010) – contract extended to June 2011

\$75,249 Awarded – \$37,465 Received

Expires 6/30/11.

UPA Telework grant is direct reimbursement for all costs (including staff time) for UPA expenses. This can be counted toward our local match, but we need to spend it to receive it. UPA Telework grant eligible expenses have been less than anticipated. The implementation of this grant work has been slower than anticipated, but was recently extended from expiring 9/10 to 6/11.

Bike Walk Twin Cities (FY 2009 Program) - July 21, 2009 effective date

Some of the expenses for the FY 2009 Program (Union Park) are still being incurred. Costs from surveys have totaled \$40,727 to date but all expenses from this grant are 100% reimbursable and also show up as revenue. This revenue does not count toward local match.

Bike Walk Twin Cities (FY 2010 Program) – April 27, 2010 effective date

Bike Walk Twin Cities awarded Smart Trips for a new program (Highland Park) in 2010. Expenses incurred are reimbursable effective April 27, 2010. All revenues from this grant reimburse expenses incurred for this program. To date we have received \$66,134 in revenue from this grant and this does not count toward local match.

Local Match Community Partners (FY 2010)

- Ramsey County: Contract for \$10,000 - \$1,500 received to date.
- City of Saint Paul: \$8,300 – received in July.
- Other Local Partners: \$6,000 – \$4,000 received to date.

Other Grant Income (FY 2010)

- Other Grant income required to meet budget objectives - \$45,000 – TBD – we budgeted this revenue would be received in March 2011.

General Comment on Local Match for FY2010

Because we earned \$73,641 in local match income in FY 2009 we only need to generate an additional \$49,092 of local match in FY2010 to fulfill our CMAQ requirement, but because CMAQ only reimburses 80% of actual qualifying expenses per month if we don't generate annual local match of \$67,141 we will run into cash flow issues and deplete our reserves.

Variance Report:

Monthly Variances greater than \$1,000 and 10%.

INCOME				
	Actual	Budget	Variance	Variance %
CMAQ Grant Income	\$42,933	\$19,852	\$23,081	116.3%
Received October and November CMAQ income in December.				
Local Match – Partners	\$3,819	\$625	\$3,194	511%
Give to the Max generated donations to the organization from current and past board members. This income was not included in our budget. Revenue from Ramsey County was also higher in December than we budgeted.				
Local Match – Grants	\$4,885	0	\$4,885	100%
UPA Telework was scheduled to expire in September 2010, but it was extended through June 2011.				

Other Income	\$19,116	\$8,431	\$10,685	125.7%
Reimbursement for Bike Walk survey work for both the 2009 and 2010 programs. This was budgeted for earlier in the year.				
Total Income	\$70,755	\$28,908	\$41,847	144.5%
See detail above. Most of the variance comes from receiving two months of revenue in December.				
EXPENSE				
	Actual	Budget	Variance	Variance %
Salaries	\$15,993	\$13,353	(\$2,639)	(19.8%)
To date salaries are in line with budget.				
Contract/Recruitment	\$21,708	\$83	\$21,624	100%+
Completed survey work for RSM in December. This was budgeted for earlier in the year.				
Printing	\$15,177	\$167	\$15,101	100%+
RSM printing was completed in December.				
Total Expense	\$59,222	\$21,778	\$37,444	171.9%
See detail above. Most expense variance is a result of paying for RSM expenses that were budgeted for earlier in the year. These expenses are 100% reimbursable by the Bike Walk Twin Cities grants so we should see revenue to cover these expenses in a couple months.				

Year-to-Date Variances greater than \$5,000 and 10%.

INCOME				
	Actual	Budget	Variance	Variance %
CMAQ Grant Income	\$162,999	\$216,349	(\$53,350)	(24.7%)
CMAQ is less than budgeted this year.				
Local Match – Grants	\$24,740	\$57,907	(\$33,166)	(57.3%)
UPA Telework grant eligible expenses have been less than anticipated. The implementation of this grant work has been slower than anticipated however we got an extension through June 2011 to spend the grant dollars that were set to expire in				

September 2010.				
Total Income	\$308,393	\$400,612	(\$92,219)	(23.02%)
See detail above.				
EXPENSE				
	Actual	Budget	Variance	Variance %
Contract/Recruitment	\$77,132	\$101,415	\$24,283	23.9%
Less contract work than anticipated for RSM and UPA programs.				
Printing	\$19,138	\$27,603	\$8,465	30.7%
Printing for RSM is less than budgeted to date.				
Events	\$3,967	\$9,900	\$5,933	60.0%
Cost for events is less than budget.				
Office Equipment/Software	\$1,321	\$15,914	\$14,593	91.7%
Budgeted for incentives/supplies (i.e. laptops) for UPA participants. No participants took advantage of this incentive.				
Postage	\$10,236	\$18,044	\$7,808	43.3%
General postage is running less than budget.				
Bike Rack Purchase/Install	\$0	\$5,000	\$5,000	100%
Did not purchase any bike racks using this money yet.				
Total Expense	\$328,392	\$403,594	\$75,202	18.6%
See detail above.				

Nimmer motioned to accept to file the November and December financials, Iosso seconded. Motion carried.

III. Chair Report

Iosso reported that Hai Truong and Alice Tibetts have resigned from their positions as board members. New terms will be coming up with April 1 as when new members will be elected. There will be a discussion at the next board meeting on which seats need to be filled. Treat went over a proposed addition to the organizational bylaws. The addition was recommended by our attorney as a protective measure.

Jameson motioned to accept the addition to the bylaws, Welna second. Motion carried.

IV. Staff update

Staffing plan

Treat reported that she has prepared a job description for a Marketing & Communications position. A new residential outreach position is still in development, and may involve duties common to a community organizer position. There is a desire to bring an intern on to help with transitions and staffing changes. Iosso reported that the executive committee has talked about the changes and that feels that it is an opportune time to be doing strategic planning.

Central Corridor Parking Policy Recommendations

Morrison gave background on the project and parking management. She offered that the recommendation is a jumping off point for discussion about major topics such as alley use, side street parking, enforcement, permit parking and metered parking. She said the city will be looking for feedback in the coming months and encouraged the board to provide relevant feedback.

V. Strategic Planning

The Remaining time was spent in 3 subgroups talking about objectives and strategies around fund development, residential outreach and commercial outreach.

Adjourn: 9:59 am