

**St. Paul Smart Trips Board of Directors Meeting
January 28, 2010**

Present: Morrison, Crain, Lucas, Dallman, Tibbetts, Iosso, Stark, Swanson, Hyers, Belaen, Warden, Nimmer
Absent: Fielding
Staff: Baum, Clark, Goebel, Treat, Harris

Call to order: 8:06 am
Iosso acted as chair until Nimmer arrived.

I. Approval of agenda

Iosso moved to approve the agenda. Hyers seconded, motion carried.

II. Approval of Minutes

Iosso moved to approve the agenda. Hyers seconded, motion carried.

III. Program Updates

Treat introduced Luke Harris, a student at Macalester College who will be interning with us for the semester.

**Program Update
January 2010**

eWorkPlace

Contract objective: 275 teleworkers added

Progress – 65 participants

The MN Department of Admin has agreed to participate in the program with 12 individuals in their initial pilot. Their pilot program began on December 22. The Minnesota Pollution Control Agency has also agreed to participate in the program with 15 individuals in their pilot who will either add or expand telework to their schedules. We are still working closely with Catholic Charities and Mn/DOT on potential pilot programs and have discussed a strategic partnership with the MN Council of Non-profits to help promote the program to their membership. Ecolab has also expressed interest for a call center group.

Metropass objective

Contract objective: Increase employee participation with active Metropass contracts by 1%

Progress – 4.3% decrease in participation as of Jan. 1

Two new employers, Cray, Inc. and the MN Department of Labor and Industry, have agreed to participate in the Metropass Program. Even with these two new employers, overall participation in Metropass continues to erode. We are continuing to promote Metropass to employers and employees whenever possible.

Empire Beauty School has agreed to participate in the GoTo College program, leaving only two eligible schools in St. Paul not yet offering these passes to students. We are continuing to speak with both of these schools and hope to have them participating by the end of the year.

New TDM Objective

Contract objective: 40 employers adding new TDM programs

Progress – 36 employers adding new TDM programs

Several organizations have implemented new TDM programs of the last few months. Empire Beauty School has agreed to participate in the GoTo College pass program, Macalester College has agreed to participate in a Commuter Options Survey, The MN Dept. of Admin has signed on for an eWorkPlace pilot and the American Red Cross has scheduled a commuter fair, amongst others. We are continuing to see progress toward this goal.

Ride Match Objective

Contract objective: Facilitate 1350 ride matches

Progress – no data available (objective met)

Annual Transportation Summit

Save the date. We have begun planning for our annual Transportation Summit. The event will be held this year on March 3 from 11:00-1:00 at 317 on Rice Park. The Metropolitan Council and Metro Transit have confirmed to present so far, with more presenters awaiting confirmation. We also plan time for networking for attendees as well as having vendors available to answer specific questions.

Residential Social Marketing

Contract Objective: Involve 10% of residents in the program through ordering of materials and events

Progress – 10.9% (objective met)

We have secured funding from Bike Walk Twin Cities (BWTC) for 2010 and 2011 residential social marketing (RSM) programs. We will be working with BWTC staff in the coming weeks to finalize a program neighborhood for 2010 and develop a budget and timeline.

The winter follow-up telephone surveys are in progress. We are conducting a survey with Union Park residents and Mac-Groveland residents as a control. We are also conducting a survey with Smart Trips Summit-U participants. We will be holding four focus groups and some one-on-one phone interviews in early February to learn more about why people did or did not change their behavior and why people did or did not participate in the Smart Trips Union Park program. We have drafted an interim final report, which will incorporate results from this winter survey and should be completed by mid-March. The final report will be completed this summer following the one-year follow-up phone survey.

Baum added that we'll be looking in to presenting at the Pro Walk Pro Bike conference this year. An interim report will be published in mid-March. Full report will be out in mid-summer.

Central Corridor

Change to Cost Effectiveness Index (CEI)

No doubt you've read about this in the news already but the FTA has changed the CEI to consider more than just cost in determining whether a transit project is viable. Now factors such as livability and environmental impacts will be taken into consideration. Locally, the effect of this change means that the three missing station at Hamline, Victoria, and Western will be fully built as part of the project.

Community Advisory Committee (CAC)

The Central Corridor project office announced at the January CAC meeting that the CAC will be transitioned into localized construction communication committees (CCCs). The last CAC meeting will be held in April. The project office is still determining how many CCCs there will be along the avenue and the final number will depend somewhat on the geographic foci of their outreach staff as well as the construction phasing schedule. Some committees may focus on more than one station area. Smart Trips will work to solicit community representatives who can represent access and mobility concerns on these committees. Laura will serve as the staff liaison to these representatives.

Marshall Avenue Snow Plowing Pilot

The Marshall Snow Plowing Pilot has had a rocky start this winter. We learned that as a result of interdepartmental miscommunications, tickets were not being issued during the new parking bans and plows were not focusing on Marshall during the parking bans. These issues have been resolved and we've now seen signs of action on both fronts. Tibbetts suggested that we contact district councils to keep them apprised of the pilot and supply them with contact numbers.

Transportation Policy Updates

Federal

Transportation Secretary Ray LaHood, administrative heads from the USDOT and four of our federal congressional representatives were in town on Monday, January 25th as part of the USDOT's Transportation Reauthorization Outreach Tour. This was a full day event at the Humphrey Institute that drew a full capacity crowd including representatives from many of our transportation partners as well as many state and local elected officials. Maintaining our current system, investing in passenger rail, providing options, complete streets and the importance of a modern and robust transportation system to global economic competitiveness were central themes throughout the day's discussions.

State

The MN Complete Streets Coalition has drafted a Complete Streets Policy in partnership with MnDOT. The cooperation between advocates and MnDOT to draft the policy is unique across the country and is being touted by the National Complete Street Coalition. So far, Senators Lourey, Dibble, and Jungbauer have signed on as have Representatives Obermueller and Lieder. Sen. Lourey and Rep. Obermueller will introduce the bill on February 8th.

Local

The Planning Commission approved the recommendations from its Comprehensive Planning Committee regarding the Downtown Station Area Plan. These recommendations will be forwarded to the Mayor and the City Council for adoption in mid-February. Key recommendations include:

- NOT supporting a downtown parking maximum
- Supporting the prohibition of single-use parking structures
- NOT prohibiting new surface parking lots but rather amending the plan text to consider them to be conditional uses so they may be reviewed on a case-by-case basis
- Supporting design standards to require minimum retail frontages and minimum window glazing at the street level

Transportation + Land Use + Environment Candidate Forum: 2010 Governor's Race

St. Paul Smart Trips was a sponsor of this forum, which took place on Monday, January 25 at Macalester College. Ten candidates for Governor from all three of the major parties participated. The event was moderated by MinnPost columnist Steve Berg. All questions were related to transportation, land use and the environment and fell under these topic categories: access to jobs and destinations, conservation, economic development & job creation, and public health & safety.

Participants included: Mark Dayton (DFL), Susan Gaertner (DFL), Margaret Anderson-Kelliher (DFL), John Marty (DFL), Tom Rukavina (DFL), R.T. Rybak (DFL), Rob Hahn (IP), Tom Horner (IP), John Uldrich (IP), and Leslie Davis (Republican).

IV. Acceptance of October / November / December Financials

St. Paul Smart Trips - Narrative Financial Report

October 31, 2009

Cash Position:

Checking Account:	\$74,105
Savings Account:	\$ 0 (closed)
Total Cash:	\$74,105

Grant & Local Match Report:

CMAQ Grant (FY 2008) \$246,405

We did not spend \$15,490 which was returned to Metro Transit. They are determining if the excess money from all TMO's will be reallocated in 2009.

CMAQ Grant (FY 2009) \$239,479

Grant for 4/1/09-3/31/10 is \$239,479; grant for 4/1/10-3/31/11 is \$251,453. Our budget for FY 2009 is based on \$251,453 per year, however we project we will spend less than this. The remaining balance of the two-year CMAQ contract will be spent in FY2010. Local match required on \$239,479 is \$59,870. Revenue from qualifying partners and grants through September met our requirement for the year.

McKnight Grant (FY 2009) - \$40,000 – Received

McKnight awarded Smart Trips a \$40,000 general operating grant in FY2009. There is no match or reimbursement requirement to this grant, but McKnight has indicated they will not award our organization this type of grant that is not tied to programming in the future.

UPA Telework Grant (FY 2009) – total contract 18 month - \$75,249 - signed

Contract signed for period 4/1/09-3/31/09 - \$63,124

UPA Telework grant is direct reimbursement for all costs (including staff time) for UPA expenses.

Bike Walk Twin Cities (FY 2009) - \$102,000 – project approved by MnDOT

Requested funding for evaluation (\$73,000) & support for RSM program. Funding was awarded by BWTC in June. City of St. Paul is our fiscal agent. We have submitted invoices for August (dating back to 7/21), September, and October but have not received payment.

Local Match Community Partners (FY 2009)

- Ramsey County: Contract for \$10,000 anticipate \$5,000-\$7,500
- Port Authority: \$1,000
- City of Saint Paul: \$8,300.
- City COPP program: \$2,000 toward Snelling Ped Safety Campaign. Payment for first invoice received in September for \$1170.60. Submitted second invoice for \$172.50 in October. Unspent balance was \$656.90.
- High Winds Fund: \$1,000 towards Snelling Ped Safety Campaign. Funds received in June.

Bank and GAP Financing Update

- Well Fargo currently is our bank. For a number of reasons we are exploring switching to a new bank.
 - They did not have any products available to provide us with gap financing or a loan
 - Smaller community banks are more flexible working with non-profit organizations like Smart Trips.
- **Non-Profits Assistance Fund:** Kelly and Jessica met with loan officer. There is a loan program available but they suggested talking to a bank for better terms.
- **Western Bank Loan or Line of Credit:** Kelly and Jessica met with Western Bank and submitted an application for a loan or line of credit. They are a smaller bank with more flexibility to work with organizations like ours.
- **Bremer Bank.** Kelly and Jessica met with Bremer Bank this month. We submitted an application for a loan or line of credit.

Variance Report:

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

INCOME				
	Actual	Budget	Variance	Variance %
CMAQ Grant Income	\$0	\$19,736	(\$19,736)	(100%)
Variance is due to the timing of reimbursement of CMAQ income. July and August reimbursement was received in September. September reimbursement was submitted late October and will be received in November.				

Local Match Income – Grants	\$1,755	\$6,966	(\$5,211)	(74.81%)
Monthly reimbursement from UPA telework was estimated to be \$6,966, but we have been spending less than budgeted each month on these expenses. Since this is an 18 month grant commencing April 2009, we have through September 2010 to spend the entire allotment.				
Other Income	\$0	\$3,310	(\$3,310)	(100%)
We budgeted that we would receive income from Bike Walk Twin Cities in October. All paperwork has been finalized and invoices of \$10,717.92 for July 21-Aug 31 and \$4,995.64 for September have been approved by MnDOT. We are waiting for the City to issue payment. October RSM expenses were \$5,219.60.				
Total Income	\$2,007	\$30,638	(\$28,631)	(93.45%)
See detail above.				

EXPENSE				
	Actual	Budget	Variance	Variance %
Personnel	\$16,259	\$18,142	\$1,882	10.37%
Benefits were less than budgeted in October. We budgeted for all employees to participate in benefits but some chose to remain with their spouse's insurance.				
Contract/Recruitment	\$1,930	\$32,605	\$30,675	94.08%
Budgeted that there would be a \$31,480 RSM contract expense in October for surveying. Because of the delay in getting this grant approved by Bike Walk Twin Cities, the surveying will be pushed back to later in the contract period.				
Events	\$909	\$3,867	\$2,957	76.47%
Budgeted \$667 for EO events, \$1,400 for RSM events, and \$1,800 for UPA events. Only spent \$19 for EO events and \$890 for RSM events.				
Reserve	\$0	\$4,167	\$4,167	100%
Goal in budget to build money in reserve each month.				
Total Expense	\$23,839	\$66,205	\$42,366	63.99%
See detail above.				

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

INCOME				
	Actual	Budget	Variance	Variance %
CMAQ Grant Income	\$142,415	\$174,071	(\$31,656)	(18.19%)
In addition to the monthly variance mentioned above, we have incurred and been reimbursed for less expense from this grant than we budgeted. A delay in getting our CMAQ contract signed and some of our local match dollars secured forced us to strip our budget down to bare minimum expenses in the earlier portion of the year.				
Local Match Income – Grants	\$48,415	\$78,296	(\$29,881)	(38.16%)
The variance is from UPA Telework Grant Reimbursements. We have incurred and been reimbursed for less expense from this grant than we budgeted. This is an 18 month grant through September 2010 and we expect to spend the full grant allotment of \$75,000 during this time period. To date we have spent \$8,415.				
Other Income	\$0	\$18,941	(\$18,941)	(100%)
We budgeted that we would receive income from Bike Walk Twin Cities in September. We have submitted reimbursement for all RSM expenses from July 21 through October 31 and are waiting to receive payment.				
Total Income	\$206,893	\$289,982	(\$83,089)	(28.65%)
See detail above.				

EXPENSE				
	Actual	Budget	Variance	Variance %
Contract/Recruitment	\$28,116	\$63,087	\$34,971	55.43%
Budgeted that there would be a \$31,480 RSM contract expense in October for surveying. Because of the delay in getting this grant approved by Bike Walk Twin Cities, the surveying will be pushed back to later in the contract period.				
Events	\$2,976	\$10,533	\$7,557	71.75%
We budgeted spending more money on events for the RSM program and UPA program				

than have actually been spent to date.				
Reserve	\$0	\$29,167	\$29,167	100%
Goal in budget to build money in reserve each month. Although we have not put any money away in a reserve, to date our revenue has exceeded our expenses by \$10,288.				
Total Expense	\$196,604	\$304,372	\$107,768	27.46%
See detail above.				

St. Paul Smart Trips - Narrative Financial Report

November 30, 2009

Cash Position:

Checking Account: \$60,609

Savings Account: \$ 0 (closed)

Total Cash: \$60,609

Grant & Local Match Report:

CMAQ Grant (FY 2008) \$246,405

We did not spend \$15,490 which was returned to Metro Transit. They are determining if the excess money from all TMO's will be reallocated in 2009.

CMAQ Grant (FY 2009) \$239,479

Grant for 4/1/09-3/31/10 is \$239,479; grant for 4/1/10-3/31/11 is \$251,453 if we meet our contract goals. Our budget for FY 2009 is based on \$251,453 per year, however we project we will spend less than this. The remaining balance of the two-year CMAQ contract will be spent in FY2010. Local match required on \$239,479 is \$59,870. Revenue from qualifying partners and grants through September met our local match.

McKnight Grant (FY 2009) - \$40,000 – Received

McKnight awarded Smart Trips a \$40,000 general operating grant in FY2009. There is no match or reimbursement requirement to this grant, but McKnight has indicated they will not award our organization this type of grant that is not tied to programming in the future.

UPA Telework Grant (FY 2009) – total contract 18 month - \$75,249 - signed

Contract signed for period 4/1/09-3/31/09 - \$63,124

UPA Telework grant is direct reimbursement for all costs (including staff time) for UPA expenses.

Bike Walk Twin Cities (FY 2009) - \$102,000 – project approved by MnDOT

Requested funding for evaluation (\$73,000) & support for RSM program. Funding was awarded by BWTC in June. The City of Saint Paul is our fiscal agent. Expenses as of July 21 are eligible.

Local Match Community Partners (FY 2009)

- Ramsey County: Contract for \$10,000 anticipate \$5,000-\$7,500
- Port Authority: \$1,000
- City of Saint Paul: \$8,300.
- City COPP program: \$2,000 toward Snelling Ped Safety Campaign. Payment for first invoice received in September for \$1170.60. Submitted second invoice for \$172.50 in October. Unspent balance was \$656.90.
- High Winds Fund: \$1,000 towards Snelling Ped Safety Campaign. Funds received in June.

Bank and GAP Financing Update

- We are opening a Bremer account and will transition our bank account from Wells Fargo.
- **Non-Profits Assistance Fund:** Kelly and Jessica met with loan officer. There is a loan program available but they suggested talking to a bank for better terms.
- **Western Bank Loan or Line of Credit:** We submitted an application in July for a loan or line of credit. They decided to suspend review until they could review our 2009 tax return. We sent them the return on 11/17/09.
- **Bremer Bank:** Bremer reviewed our application and denied us for a loan or line of credit due to the nature of our organization and how our revenue comes in.

Variance Report:

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

INCOME				
	Actual	Budget	Variance	Variance %
CMAQ Grant Income	\$5,773	\$14,841	(\$9,068)	(61%)

CMAQ invoices submitted since July did not deduct the amount of work that is being reimbursed by Bike Walk Twin Cities. We made this correction on our CMAQ reimbursement for September expenses, which was collected in November.				
Local Match Income – Grants	\$965	\$4,966	(\$4,001)	(80.57%)
Monthly reimbursement from UPA telework was estimated to be \$4,966, but we have been spending less than budgeted each month on these expenses. Since this is an 18 month grant commencing April 2009, we have through September 2010 to spend the entire allotment.				
Other Income	\$0	\$34,791	(\$34,791)	(100%)
We budgeted that we would receive income from Bike Walk Twin Cities in October. All paperwork has been finalized and invoices of \$10,717.92 for July 21-Aug 31, \$4,995.64 for September, and \$5,219.60 for October have been approved by MnDOT. We are waiting for the City to issue payment. November RSM expenses were \$4,293.				
Total Income	\$6,839	\$55,221	(\$48,382)	(87.62%)
See detail above.				

EXPENSE				
	Actual	Budget	Variance	Variance %
Contract/Recruitment	\$0	\$1,125	\$1,125	100%
Budgeted non-salary labor for UPA expenses in November. UPA contract has been slower to start than anticipated in budget but we have 18 month to spend the contract dollars.				
Insurance	\$2,113	\$250	\$1,863	745%
Budgeted for monthly insurance payments, but made an annual payment in November.				
Reserve	\$0	\$4,167	\$4,167	100%
Goal in budget to build money in reserve each month.				
Total Expense	\$23,585	\$28,830	\$5,245	18.19%
Majority of the variance is from not collecting a reserve in November.				

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

INCOME				
	Actual	Budget	Variance	Variance %
CMAQ Grant Income	\$148,187	\$188,911	(\$40,724)	(21.56%)
We have incurred and been reimbursed for less expense from this grant than we budgeted. A delay in getting our CMAQ contract signed and some of our local match dollars secured forced us to strip our budget down to bare minimum expenses in the earlier portion of the year.				
Local Match Income – Grants	\$49,380	\$83,261	(\$33,881)	(40.69%)
The variance is from UPA Telework Grant Reimbursements. We have incurred and been reimbursed for less expense from this grant than we budgeted. This is an 18 month grant through September 2010 and we expect to spend the full grant allotment of \$75,000 during this time period. To date we have spent \$9,380.				
Other Income	\$0	\$53,731	(\$53,731)	(100%)
We budgeted that we would receive income from Bike Walk Twin Cities in November. Although the grant has an effective date of July 21, the paperwork took a while and our first draw request is still being processed. We will be able to reimburse for actual costs incurred effective July 21.				
Total Income	\$213,732	\$345,203	(\$131,472)	(38.09%)
See detail above.				

EXPENSE				
	Actual	Budget	Variance	Variance %
Contract/Recruitment	\$28,116	\$64,212	\$36,096	56.21%
Budgeted that there would be a \$31,480 RSM contract expense in October for surveying. Because of the delay in getting this grant approved by Bike Walk Twin Cities, the surveying will be pushed back to later in the contract period.				
Events	\$3,668	\$10,533	\$6,865	65.18%
We budgeted spending more money on events for the RSM program and UPA program				

than have actually been spent to date.				
Reserve	\$0	\$333,333	\$33,333	100%
Goal in budget to build money in reserve each month. We have not put any money away in a reserve and to date our expenses have exceeded our revenues by \$6,461.				
Total Expense	\$220,193	\$333,202	\$113,010	33.92%
See detail above.				

St. Paul Smart Trips - Narrative Financial Report

December 31, 2009

Cash Position:

Wells Fargo Checking Account: \$48,370

Wells Fargo Savings Account: \$ 0 (closed)

Bremer Checking Account: \$ 1,000

Total Cash: \$49,370

Grant & Local Match Report:

CMAQ Grant (FY 2008) \$246,405

We did not spend \$15,490 which was returned to Metro Transit. They are determining if the excess money from all TMO's will be reallocated in 2009.

CMAQ Grant (FY 2009)

\$239,479 Awarded - \$139,852 Received - \$29,451 Receivable - \$70,446 Balance

Expires 3/31/11

Grant for 4/1/09-3/31/10 is \$239,479; grant for 4/1/10-3/31/11 is \$251,453 if we meet our contract goals. Our budget for FY 2009 is based on \$251,453 per year, however we project we will spend closer to \$200,000. The remaining balance of the two-year CMAQ contract will be spent in FY2010. Local match required on \$239,479 is \$59,870. Revenue from qualifying partners and grants through December met our local match.

McKnight Grant (FY 2009)

\$40,000 Awarded – \$40,000 Received - \$0 Balance

McKnight awarded Smart Trips a \$40,000 general operating grant in FY2009. There is no match or reimbursement requirement to this grant, but McKnight has indicated they will not award our organization this type of grant that is not tied to programming in the future.

UPA Telework Grant (FY 2009-FY2010) – total contract 18 months

\$75,249 Awarded – \$11,360 Received - \$1,493 Receivable - \$63,396 Balance

Expires 9/30/10

UPA Telework grant is direct reimbursement for all costs incurred (including staff time) for UPA expenses. This can be counted toward our local match.

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

\$102,000 Awarded - \$0 Received - \$26,925 Receivable - \$75,075 Balance

Requested funding for evaluation & support for RSM program. Funding was awarded by BWTC in June. The City of Saint Paul is our fiscal agent. Expenses as of July 21 are eligible.

Local Match Community Partners (FY 2009)

- Ramsey County: Contract for \$10,000 anticipate \$5,000-\$7,500
- Port Authority: \$1,000
- City of Saint Paul: \$8,300.
- City COPP program: \$2,000 toward Snelling Ped Safety Campaign. Payment for first invoice received in September for \$1170.60. Payment for final invoice received in December for \$172.50. Unspent balance was \$656.90.
- High Winds Fund: \$1,000 towards Snelling Ped Safety Campaign. Funds received in June.

Banking Update

- **Bremer Bank.** We opened a checking account with Bremer Bank in December. We are in the process of closing out our Wells Fargo account and transferring all cash to Bremer.
- **Non Profit Assistance Fund.** We will continue to explore gap financing options with the Non Profit Assistance Fund, although hopefully will not need it in FY 2009 or FY 2010.

Variance Report:

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

INCOME				
	Actual	Budget	Variance	Variance %
CMAQ Grant Income	\$14,142	\$17,820	(\$3,679)	(20.65%)
CMAQ reimbursement for October eligible expenses was received in December. It is less than our budget because our budget over-calculated CMAQ eligible expenses.				
Local Match Income – Grants	\$1,980	\$4,966	(\$2,986)	(60.13%)
Monthly reimbursement from UPA telework was estimated to be \$4,966, but we have been spending less than budgeted each month on these expenses. Since this is an 18 month grant, we have through September 2010 to spend the entire allotment.				
Other Income	\$0	\$1,910	(\$1,910)	(100%)
We budgeted that we would receive income from Bike Walk Twin Cities in October. All paperwork has been finalized and invoices of \$10,717.92 for July 21-Aug 31, \$4,995.64 for September, and \$5,219.60 for October have been approved by MnDOT. We are waiting for the City to issue payment. December RSM expenses were \$1,752.				
Total Income	\$16,296	\$25,321	(\$9,025)	(35.64%)
See detail above.				

EXPENSE				
	Actual	Budget	Variance	Variance %
Personnel	\$16,082	\$18,142	\$2,059	12.80%
Benefits were less than budgeted in December. We budgeted for all employees to participate in benefits but some chose to remain with their spouse's insurance.				
Contract/Recruitment	\$0	\$27,605	\$27,605	100%
Budgeted that there would be a \$26,480 RSM contract expense in December for surveying. Because of the delay in getting this grant approved by Bike Walk Twin Cities, the surveying will be pushed back to later in the contract period. Also budgeted some				

non-salary dollars for UPA program.				
Reserve	\$0	\$4,167	\$4,167	100%
Goal in budget to build money in reserve each month.				
Total Expense	\$20,329	\$55,310	(\$34,981)	63.25%
Majority of the variance is from not spending contract dollars on survey for the RSM in December.				

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

INCOME				
	Actual	Budget	Variance	Variance %
CMAQ Grant Income	\$162,329	\$206,732	(\$44,402)	(21.48%)
We have incurred and been reimbursed for less expense from this grant than we budgeted. Our budget calculated 80% of expenses as being reimbursed by CMAQ. Actual general expense not attributed to RSM and UPA are less than we budgeted and will continue to be the balance of the year.				
Local Match Income – Grants	\$51,360	\$88,227	(\$36,867)	(41.79%)
The variance is from UPA Telework Grant Reimbursements. We have incurred and been reimbursed for less expense from this grant than we budgeted. This is an 18 month grant through September 2010 and we will be reimbursed for actual expenses incurred up to our allotment of \$75,000 during this time period. To date we have spent \$11,360.				
Other Income	\$0	\$55,641	(\$55,641)	(100%)
We budgeted that we would receive income from Bike Walk Twin Cities in December. Although the grant has an effective date of July 21, the paperwork took a while and our first draw request is still being processed. We will be able to reimburse for actual costs incurred effective July 21. To date we have earned \$26,925 through December that we will be reimbursed for through this grant.				
Total Income	\$230,027	\$370,524	(\$140,497)	(37.92%)
See detail above.				

EXPENSE				
	Actual	Budget	Variance	Variance %
Contract/Recruitment	\$30,665	\$91,817	\$61,151	66.60%
Budgeted that there would be two \$30,000 RSM contract expenses in October and in December for surveying. Because of the delay in getting this grant approved by Bike Walk Twin Cities, the surveying will be pushed back to later in the contract period.				
Events	\$3,898	\$10,533	\$6,635	62.99%
We budgeted spending more money on events for the RSM program and UPA program than have actually been spent to date.				
Office Equipment	\$3,289	\$8,444	\$5,156	61.06%
We budgeted spending more money on office equipment and software for the UPA program and general office needs than have actually been spent to date.				
Reserve	\$0	\$37,500	\$37,500	100%
Goal in budget to build money in reserve each month. We have not put any money away in a reserve and to date our expenses have exceeded our revenues by \$14,498.				
Total Expense	\$244,525	\$388,512	\$143,987	37.60%
See detail above.				

Warden reported that checking went from \$75,000 in October of 2009 to \$48,000 in November. She detailed that the organization is spending more than it is receiving because of Bike Walk Twin Cities funding. Smart Trips has been accruing that funding since July 31. For CMAQ dollars, Warden reported that we're spending less than we budgeted for because we can't double dip. Bike Walk Twin Cities funding (BWTC) is covering some things as the primary funding source. Hyers asked what is being left on table. Warden estimated \$50,000-\$75,000. Treat stated that whatever is not spent this year will roll over due to CMAQ being a 2 year contract. A new account is open with Bremer and Wells Fargo is being phased out. Stark clarified that federal money can't match federal money (CMAQ matching BWTC). Warden said that we need local dollars to build a reserve, McKnight money doesn't count towards CMAQ reimbursement and CMAQ reimburses for actual expenses incurred.

Hyers moved to accept the financials. Iosso seconded, motion carried.

IV. Chair Report

Approving of the Charitable Organization Report

Nimmer sought acceptance of the language prepared by Wilkerson and Associates:

We, the undersigned, state and acknowledge that we are duly constituted officers of this organization, being the Board Chair and Board Vice Chair respectively, and that we execute this document on behalf of the organization pursuant to the resolution of the Board of Directors adopted on the 10th day of December, 2009, approving the contents of the document, and do hereby certify that the Board of Directors has assumed, and will continue to assume, responsibility for determining matters of policy, and have supervised, and will continue to supervise, the finances of the organization. We further state that the information supplied is true, correct and complete to the best of our knowledge.

Stark moved to approve the charitable organization report. Iosso seconded, motion carried.

Board make-up / elections

Nimmer led a discussion about what the future makeup of the board should look like. Resignation from Brad Baso and Kevin Adams has opened two community representative positions. A number of other seats are up in April, under closing of the normal cycle. Discussion took place about term limits. Treat sought tally of number of seats to fill asking board members not interested in renewing to contact her.

Nimmer asked the board to think about recommendations to recruit from. Tibbetts suggested recruiting a retail business representative. Discussion of reaching out to GABA (Grand Avenue Business Association) took place. Hyers voiced support of representative of higher education. Warden raised the question of whether there should always be someone from the Government entities represented (i.e. City of Saint Paul, State of Minnesota, Saint Paul Port Authority, Ramsey County). Tibbetts suggested evaluations of individual board member performance. Hyers suggested requesting a one page letter of interest from potential members. Crain pointed out that not many charitable non-profits require representatives to be from categories (in our case government, business, community). A slate of people will be presented at the March board meeting. Warden inquired if the executive committee will also undergo changes. Nimmer asked members to consider if they're interested in that serving at that level.

Committee Updates

Budget Committee

Warden stated that the goal is to have a budget to approve in February.

Strategic Planning Committee

Nimmer reported that discussion is under way to keep the committee moving after the resignation of Baso, who was leading the committee.

Bike / Ped Bridge Vision Work Group

Clark reported that the group had met last week to draft an outline of what is now a Bridge Usability Toolkit that can be used to develop community vision on a micro level. The toolkit, as it is now envisioned, will include a survey template that can be tailored to meet the needs of those administering it as well as a sample run from a pilot community (TBD). Just the community members from the group will be meeting next month to further develop the toolkit with the idea to administer the pilot survey in the spring.

Greenway Committee

Baum reported that the committee has official representatives from all adjacent district council to the corridor with exception of the Fort Road Federation/District 9 Community Council. The goal of the committee is to hold a community summit this summer to present a vision for the Greenway in St. Paul to the broader community. Next month's packet will include the vision statement.

Marketing Committee

Clark presented drafts and timelines for both an organizational brochure and the Downtown St. Paul Parking Guide. Board members were asked to provide feedback and provided with a deadline.

Hyers moved to adjourn, losso seconded, motion carried.

Adjourn 9:36 am