

**Mountain View TMA
Calendar of Anticipated Board Agenda Items
2013/2014**

Date	Administration, Finance & Public Relations	Planning & Operations
2013		
Sept (Founders Meeting)	<ol style="list-style-type: none"> 1. Founding Members Meeting. 2. Articles of Incorporation. 3. Selection of Officers. 	
Oct (Initial Meeting)	<ol style="list-style-type: none"> 1. Membership Agreements. 2. Resolutions to Adopt Several Founding Documents/Procedures (See Minutes). 3. Authorize Opening of Bank Account. 4. Authorize Purchase of Insurance. 5. Review Draft 2013/2014 Budget. 	<ol style="list-style-type: none"> 1. Discuss TDM needs. 2. Discuss existing data to be provided to A. Zahradnik for Shuttle Bus Service Plan. 3. Authorize Work Order #1, Zahradnik: Phase 1a.1 – Target Ridership Report.
Nov (Special Meeting)	<ol style="list-style-type: none"> 1. Approve Minutes from October Meeting (for Bank Account). 	
Dec	<ol style="list-style-type: none"> 1. Review Calendar of Board Topics/Actions. 2. Review Draft Administrative Policies & Procedures. 3. Adopt 2013/2014 Budget. 4. Adopt Financial Report/Income/Expense Statement Reporting Schedule. 5. Discuss Development of Public Relations (Branding, Website, Etc.), including if Procurement for Services necessary. 	<ol style="list-style-type: none"> 1. Confirm status existing data needs for A. Zahradnik.
2014		
Jan	<ol style="list-style-type: none"> 1. Adopt Administrative Policies & Procedures. 2. Appoint audit review committee. 3. Approve Contract for Accounting Services 4. Approval to issue RFP for Audit Services. 5. Approve Monthly Income/Expense Statement. 6. Review draft Branding/Logo Options. 	<ol style="list-style-type: none"> 1. Discuss and Accept Zahradnik WO #1, Deliverable #1 – Target Ridership Report 2. Authorize WO #2, Zahradnik: Phase 1a.2 – Draft Service Plan & Budget Report
Feb	<ol style="list-style-type: none"> 1. Review preliminary Year End Financials. 2. Approve selection of Auditor. 3. Approve Monthly Income/Expense Statement. 4. Adopt Branding/Logo. 5. Discuss Website Format & Content. 	<ol style="list-style-type: none"> 1. Discuss status Draft Service Plan & Budget Report.

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Mar	<ol style="list-style-type: none"> 1. Set Annual Membership Meeting for May (propose BoD meeting date). 2. Approve Monthly Income/Expense Statement. 3. Authorize Website and any other PR Materials. <p>COMMITTEE MEETING</p> <ol style="list-style-type: none"> 1. Audit Committee Meeting. 	<ol style="list-style-type: none"> 2. Discuss and Accept Zahradnik WO #2, Deliverable #2 – Draft Service Plan & Budget Report 3. Authorize WO #3, Zahradnik: Phase 1a.3 – Final Service Plan & Budget Report
Apr	<ol style="list-style-type: none"> 1. Presentation by Audit Committee Meeting. 2. Accept the Independent Auditor's Report on the financial statements. 3. Adopt 2013 Financial Statements. 4. Authorize signing and the filing of the TMA's Federal Tax Return and State Annual Information Return for 2013. 5. Approve Annual Report/Annual Statement of Specific Transactions to Members (<i>due 120 days after close of FY</i>). 6. Review 1st Quarter Financial Report. 7. Approve Monthly Income/Expense Statement. 	<ol style="list-style-type: none"> 1. Discuss status drafting of Final Service Plan & Budget Report.
May	<ol style="list-style-type: none"> 1. Conduct Annual Membership Meeting. 2. Election of Directors/Officers. 3. Appoint Committee Members, if applicable. 4. Review Reports from Committees/Officers, if applicable. 5. Review Preliminary budget for 2015. 6. Approve Monthly Income/Expense Statement. 	<ol style="list-style-type: none"> 1. Discuss and Accept Zahradnik WO #3, Deliverable #3 – Final Service Plan & Budget Report 2. Authorize WO #4, Zahradnik: Phase 2 – Assist in Implementing Shuttle Service 3. Review Draft Agency Cooperative Agreements (if needed).
Jun	<ol style="list-style-type: none"> 1. Review and Approve Mid-year Budget adjustment. 2. Review & Approve Transit Service Agreement (TSA) Template. 3. Approve Monthly Income/Expense Statement. 	<ol style="list-style-type: none"> 1. Review draft Route Guide 2. Review initial draft RFP for Shuttle Operations.
July	<ol style="list-style-type: none"> 1. Review 2nd Quarter Financial Report. 2. Review annual consulting/services agreements and determine procedure/schedule for subsequent year procurement process. 3. Approve Monthly Income/Expense Statement 	<ol style="list-style-type: none"> 1. Authorize Issue of RFP for Shuttle Operations (allow min. 1 month for response)

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Aug	<ol style="list-style-type: none"> 1. Review Draft TSA from Applicable Member(s) 2. Review draft 2013/2014 Budget Amendment #1 (to include TSA's and estimated Operation Expenses) 3. Review Billing Procedures for Membership Joining Fee, Annual Dues & TSA Obligations. 4. Approve Monthly Income/Expense Statement 	<ol style="list-style-type: none"> 1. Review bids from Shuttle Operators. 2. Conduct Interviews/Reference Checks, as necessary. 3. Authorize Staff to Negotiate with Top Ranked Firm.
Sep	<ol style="list-style-type: none"> 1. Approve TSA(s) 2. Adopt 2013/2014 Budget Amendment #1 3. Approve Monthly Income/Expense Statement 4. Review Specific PR Procedures for Launching Shuttle Operations. 	<ol style="list-style-type: none"> 1. Approve Shuttle Operation Contract (for service starting NLT December 1, 2013) 2. Review Final Draft Route Guides.
Oct	<ol style="list-style-type: none"> 1. Review 3rd Quarter Financial Report 2. Review draft 2015 Budget 3. Approve Monthly Income/Expense Statement 4. Authorize Branding on Buses 5. Review Final PR Procedures for Shuttle Operations. 	<ol style="list-style-type: none"> 1. Authorize Printing/Posting Procedures for Route Guide.
Nov	<ol style="list-style-type: none"> 1. Adopt 2015 Budget. 2. Renew Annual Contracts. 3. Review and Authorize notice to Members re Annual Membership Dues of \$10,000/year (due as of January 1, 2015). 4. Review and Authorize notice to Members re TSA Payment. Schedule for calendar year 2015. 5. Press Releases for Upcoming Shuttle Operation. 6. Approve Monthly Income/Expense Statement. 	<ol style="list-style-type: none"> 1. Review status start-up Operations. <ol style="list-style-type: none"> a. Operations Start Date. b. Public/Member Noticing. c. Agency/Stakeholder Coordination.
Dec	<ol style="list-style-type: none"> 1. Review Calendar of Actions for 2015. 2. Review Current Membership List. 3. Approve Monthly Income/Expense Statement. 	<ol style="list-style-type: none"> 1. Status Update on Operations.