



CDTA COMMITTEE AGENDA

Board Operations Committee

Via Microsoft Teams or In-Person

Wednesday, December 9, 2020 at 9:15am (110 Watervliet Avenue, Albany)

Committee Item	Responsibility
Call to Order	Jayme Lahut
Ascertain Quorum & Approve Agenda	Jayme Lahut
Approve Minutes of Wednesday, October 14, 2020	Jayme Lahut
Administrative Discussion Items	
• Review December Agendas	Staff
• Suggested 1 st Quarter Meeting Schedule	Carm Basile
• Advocacy Update	Lisa Marrello
• COVID Update	Carm Basile/ Staff
○ Finance/Budget	
○ Ridership/Service	
○ Employee Safety/Density	
Adjourn	Jayme Lahut

Next Meeting: January 13, 2021 at 9:15am via Microsoft Teams/Board Room

Capital District Transportation Authority Board Operations Committee

Meeting Minutes – October 14, 2020 at 9:15am; 110 Watervliet Avenue, Albany

In Attendance: Jayme Lahut, Mike Criscione, Denise Figueroa, Georgie Nugent, Jackie Falotico, Carm Basile, Amanda Avery, Mike Collins, Jaime Watson, Lance Zarcone, Vanessa Salamy, Lisa Marrello

Meeting Purpose

- This was the regularly scheduled meeting of the Board Operations Committee. Jayme Lahut noted that a quorum was present. Minutes from the September 16, 2020 meeting were reviewed and approved.

Meeting Purpose

- No items scheduled.

Administrative Discussion Items

- The committee reviewed agendas for the October meetings. We had several consent items this month along with exciting updates about our Strategic Plan.
- Budget Planning will begin shortly for next year's budget. We will convene a budget planning committee shortly. Predicting next year's budget will be a challenge. COVID-19 has had a large impact on how we and our partners do business, making it difficult to forecast traditional revenue streams. The preliminary budget will be presented in December.
- Lisa Marrello gave an update on advocacy and prospects for resuming normal governing activities. We continue to talk with local delegates about what CDTA has done to combat COVID-19, what our predicted budget might look like, as well as the need for Board Nominations to be moved.

Next Meeting

Wednesday, December 9, 2020 at 9:15am via Microsoft Teams or at 110 Watervliet Avenue.

**Capital District Transportation Authority
Suggested Committee and Board Schedule Q1 - 2021**

January Meetings

Wednesday, January 13 (9:15am)	Board Operations
Wednesday, January 20 (noon)	Performance Monitoring
Thursday, January 21 (11:30am)	Community/Stakeholder Relations
Thursday, January 21 (noon)	Strategic/Operational Planning
<i>Wednesday, January 27 (noon)</i>	<i>Board</i>

February Meetings

Wednesday, February 10 (9:15am)	Board Operations
Wednesday, February 17 (noon)	Performance Monitoring
Thursday, February 18 (11:30am)	Community/Stakeholder Relations
Thursday, February 18 (noon)	Strategic/Operational Planning
<i>Wednesday, February 24 (noon)</i>	<i>Board</i>

March Meetings

Wednesday, March 17 (9:15am)	Board Operations
Wednesday, March 24 (noon)	Performance Monitoring
Thursday, March 25 (11:30am)	Community/Stakeholder Relations
Thursday, March 25 (noon)	Strategic/Operational Planning
<i>Wednesday, March 31 (noon)</i>	<i>Board</i>

April Meetings

Wednesday, April 14 (9:15am)	Board Operations
Wednesday, April 21 (noon)	Performance Monitoring
Thursday, April 22 (11:30am)	Community/Stakeholder Relations
Thursday, April 22 (noon)	Strategic/Operational Planning
<i>Wednesday, April 28 (noon)</i>	<i>Board</i>