CTANW Membership Meeting Agenda
Thursday, December 10, 2015
10:00a-2:00p
Bellevue, WA | Olympia, WA | Yakima, WA

MINUTES
1. Welcome and Introductions – **Brent Meldrum called the meeting to order at 10:01am.**

2. CTANW Business and Reports
    a. Minutes – **It was moved, second, passed unanimously to approve the minutes as presented.**
    b. Financials – **It was moved, second, passed unanimously to approve the financials as presented.**
    c. CTANW Industry Standards Report – Ryan Acker presented the industry standards update. The committee has been broken down into 4 projects (introduction, best practices, legislative, and regulatory agency). These projects will allow for more research and detail. Regulatory agency discussions will take place once the other projects have been completed. There was a discussion of the original intentions of the "special needs transportation" definition, which was created as vague to allow for interpretation among individual communities. There was a concern about not bringing the funders and regulatory comments into the project until the end, which would not allow much room for change and discussion. It was recommended to include funders in the process from the beginning instead of bringing them in at the end only. The best practice component should be considered a base line and not the only option available.
    d. CTANW Legislative Agenda – The legislative agenda was presented to the membership for adoption. **It was moved, second, passed unanimously to adopt the agenda as presented.**
    e. CTANW 2015-2016 Priorities – The 2015-2016 legislative priorities were presented to the membership for approval. **It was moved, second, passed unanimously to approve the priorities as amended.**
        i. #1 – include mention of a load and unload zone.
        ii. #2 – change title to provider inclusion.
    f. CTANW Web Demo – Ryan Acker presented the new CTANW website. A call to action section for legislative issues (including suggested language) was recommended. An email list separate from the digest will be created based on primary and secondary representatives designated at renewal. The list can then be used to send out calls to action. It was also recommended to provide an area for online renewals.
    g. CTANW Membership Levels – The new proposed membership levels were presented to the membership. The new levels would simplify the categories by narrowing down to 3 levels. There was concern about raising the rates for smaller organizations that don't have a stable budget and might not be able to afford the new rate. There is currently not enough support to change the levels prior to this year's renewal. It was recommended to analyze current membership and levels to see how many members would be affected. Creating a committee to work on membership rates was suggested

to bring back adjusted levels at the June membership meeting. This would allow the memberships to have enough notice before renewals to factor the new rates into their budget. Consensus was to keep the current rates for 2016 but bring adjusted rates to be presented at the June meeting.

3. CTANW Member Updates and Open Forum – Members presented updates from their organizations and discussed plans for the upcoming months.

4. Updates from Partners
   a. WSDOT – Not present.
   b. CTAA – Kelly Scalf presented updates from CTAA. FAST ACT was passed and they received a 5 year transportation reauthorization. Kelly reported the changes in funding that come with the reauthorization.

5. Feature Presentations
   a. Washington State Public Transportation Plan – Evan from WSDOT presented updates on the new state transportation plan. This is a 20 year plan that involves broadening the definition of public transportation and recognizing private transportation companies such as Uber and Lyft. WSDOT is looking for partners to complete early actions associated with the goals. Evan recommended goals 1 (thriving communities) and 2 (access) as ones that CTANW could be helpful as leads or as part of the team. Next steps would include sending out a link to the plan and have people comment on ways CTANW could help.
   b. CTANW Insurance Program – No discussion.

6. Adjourn – **Brent Meldrum adjourned the meeting at 1:02 pm.**