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# **Advisory Board Meeting Minutes**

***May 11, 2004***

**Approved by Board 08/10/2004**

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**Board Members Present:** Patricia Knapp (Vice Chairperson), Charlie Brennan, Juliana Janson, Chris Duryea, and Joe Dunbar.

**Others Present:** Lou Piazza (TAF Manager), Jim Williams (TAF Analyst), John Flack (Pool Administrator) and Jim Kittleman (PSC).

- I. Pat Knapp, Vice-Chairperson called the meeting to order and took role call. A quorum was present and the meeting proceeded. Lou Piazza informed the Board that proxy votes were cast by Bill Salvatore, Barbara Bouton, Doug Elfner, and Susan Zimmermann approving the 2/10/2004 Board minutes with certain changes, Monthly TAF Status Reports, TAF Expense Reports, and the re-election of the current slate of TAF Officers. In addition, Lou informed the Board that Lisa Purdy, the Small IXC representative, was being replaced by Jane Valik of the same company.
- II. The Board reviewed the minutes of the 2/10/2004 Board meeting. A motion was made by Pat Knapp to accept the minutes, including some suggested changes by Bill Salvatore (spelling & grammar), seconded by Charlie Brennan, and then unanimously approved with the inclusion of the proxy votes.
- III. Pat Knapp asked Lou to review the policy and procedures of the Executive Board elections. Lou said he canvassed the existing board members to see if they would be interested in seeking the same office. All the officers said they would unless someone else wanted to run. Lou asked if any other board member would like to be nominated for the board positions, hearing no interest from the other members he then asked if someone would make the motion to re-elect the current TAF Officers for another year: Chairperson – Bill Salvatore, Vice- Chairperson – Pat Knapp, and Secretary/Treasurer - Barbara Bouton. Charlie Brennan made a motion to re-elect the slate of officers as nominated; it was seconded by Juliana Janson and approved unanimously by the Board with the inclusion of the proxy votes.
- IV. Lou provided the TAF status report. The January - March 2004 assessment summaries were presented. Lou explained that some of the revenue and cost adjustments were the result of TAF audits and the others reflected prior month adjustments. Pat Knapp asked if Lou could provide the Board with trending information for both the revenue and cost for the last few years for discussion at a future meeting. Juliana Janson made a motion to adopt and approve the TAF Status Reports as presented; it was seconded by Charlie Brennan and approved unanimously by the Board, with the inclusion of the proxy votes.
- V. Lou provided a TAF Administrative Expense Summary Report for the months of January 2004 thru March 2004 and answered member's questions. He advised the Board that the Treasurer (Barbara Bouton) reviewed a more detailed summary and answered her questions prior to the Board meeting. Pat Knapp asked if the projected 2004 administrative costs have materialized. Lou explained that some of the rent increases have partially materialized and that we should see additional impacts of the fixed rent cost in the future. Rent and wage costs, allocated based on hours, will have an impact on these costs as well. A motion

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was made by Juliana Janson to accept the report as presented, seconded by Charlie Brennan, and approved unanimously by the Board, with the inclusion of the proxy votes.

- VI. Lou Piazza provided the Board with an update of the status of the Telephone Relay.
  - a) Lou and the Ad hoc Committee have been working with the Relay Provider to formulate and prioritize an Outreach & Education Plan.
  - b) In April, TAF provided all participants with a sample outreach & education bill message/insert to address the new Caller ID features. These features, as required in the contract, allow the Relay Center to forward on the callers ANI. A copy of that correspondence was sent to all Board members.
  - c) Lou has been following up on the Sprint tariff which should be filed soon.
  - d) In June, Lou and Jim will be attending the annual conference for the “State Telecommunications Administrators for Relay” (STAR) sponsored by Sprint. This group represents the state administrators from all the states in which Sprint provides relay service. Lou expressed his confidence that the conference as excellent training for both he and Jim.
- VII. New Business: Lou asked the Board members if there was an interest in adjusting the board meeting schedule to less frequent intervals. Charlie Brennan recommended that this might be an agenda item at the next board meeting. Lou will review the TAF By-Laws concerning such policy issues.
- VIII. The next scheduled Board meeting is Tuesday, August 10, 2004, in Albany.
- IX. There being no further business, Juliana Janson made a motion to adjourn the meeting. Charlie Brennan seconded the motion and the meeting was adjourned.