



100 State Street, Suite 650  
Albany NY 12207

Phone 518 443 2808

Fax 518 443 2809

Email [taf@tafny.org](mailto:taf@tafny.org)

[www.tafny.org](http://www.tafny.org)

# Advisory Board Meeting Minutes

*August 13, 2002*

Approved by Board 11/12/2002

## Targeted Accessibility Fund of New York

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**Board Members Present:** Bill Salvatore (Chairperson), Patricia Knapp (Vice Chairperson), Barbara Bouton (Secretary/Treasurer), Charles Brennan, Doug Elfner, Juliana Janson, and Robert Barry.

**Others Present:** Lou Piazza (TAF Manager), Jim Williams (TAF Analyst), and Bill Darcy (TAF Consultant).

- I. Patricia Knapp called the meeting to order at 10:00AM and took role call. She asked the Board to review the 5/14/2002 and 6/10/2002 Board meeting minutes. A few changes were noted and made. A motion was then made by Charlie Brennan to adopt the 5/14/2002 minutes with the noted changes. Doug Elfner seconded the motion and the Board then unanimously approved it. Barbara Bouton made a motion to adopt the 6/10/2002 minutes with the noted changes, which was seconded by and unanimously approved by the Board.
- II. Lou Piazza was asked to present the TAF status report. In April, TAF received 308 reports from TAF participants resulting in the issuance of 211 invoices/statements and 19 settlements summaries (6 settlements due to overpayments). In May TAF received 307 reports from TAF participants resulting in the issuance of 211 invoices/statements and 19 settlement summaries (4 settlements due to overpayments). In June TAF received 302 reports from TAF resulting in the issuance of 205 invoices/statements and 12 settlements summaries (2 settlements due to overpayments).

Lou explained that the OCCs reflected on the Summary Reports were the result of several companies going bankrupt and that the revenue adjustments were the results of several large companies providing prior month and prior year adjustments.

Bill Salvatore made a motion to adopt and approve the TAF Status Reports as presented; it was seconded by Patricia Knapp and approved unanimously by the Board.

- III. Lou provided a TAF Administrative Expense Report for the months of April 2002-June 2002. He explained that Barbara Bouton (Treasurer) reviewed a more detailed financial summary. Barbara reported that everything looked in order and that she was satisfied. Bill Salvatore made a motion to adopt and approve the TAF Administrative Expense Summary as presented. This was seconded by Patricia Knapp and unanimously approved by the Board.
- IV. Next Lou briefed the Board on the status of the TAF incorporation. In July Keith Roland, Esq. sent a letter to Peter McGowan, Esq. of the NYPSC seeking guidance to determine whether TAF was required to file a petition with the Commission for permission to incorporate as a not-for-profit corporation. (A copy of this letter was sent to each Board member.) After checking with Keith, Lou explained that to date there has been no reply to the letter. Bill Salvatore asked Lou to check with Keith and also talk with Jim Kittleman to see if they would call Peter McGowan and inquire about the status.
- V. Lou provided a brief status on the TRS responsibility and where it stands, explaining that

until the incorporation process has been completed NYSTA is still administering the TRS.

Bill Darcy explained that at the request of Lou Piazza he has written a draft RFP and tariff which he has sent to the Relay Ad Hoc Committee for their review. This was done to stay timely with the proposed timeline, which was presented and discussed at the last Board meeting. Bill explained that the draft was centered on TAF being the relay administrator.

Bill Darcy informed the Board that his company (Sagamore (developed a couple years ago) Publications) has updated a copyrighted publication (developed a couple years ago), which serves as a training manual for text telephone and relay use. He asked if the Board members would like a copy to help them better understand the Relay Service. All of the members replied that they would like a copy, and Lou Piazza said he would distribute the publication once it was made available.

- VI. Lou thanked the Board for their quick approval on July 24<sup>th</sup> to increase the TAF Reserve up \$150K. The vote was 7 Yes and 1 No to increase the Reserve. Lou asked the Board if TAF should hold onto the reserve or return a portion in the next months processing. In light of the current level of increased bankruptcies, the Board voted on keeping all the current reserve for at least six months at which time the Board will review the reserve amount again. The motion was made by Patricia Knapp, seconded by Charlie Brennan and unanimously approved by the Board.

Lou next explained to the Board that he had discussed with the TAF Banker the subject of investing some of the reserve in a higher interest money market account. He explained that he had presented the idea to Barbara Bouton the Treasurer and that she thought that this was a good idea and worth investigating. The TAF Banker said he could secure (collateralize) the TAF money market account with U.S. Government Securities as opposed to FDIC. The Board asked Lou to follow up on this matter and present all possible scenarios.

- VII. Lou Piazza asked the Board whether TAF should go after companies. That owes it money and has entered into Chapter 11 Bankruptcy. After much discussion it was determined that a judgment call would have to be made and as long as the expense of collection did not exceed the amount owed. Doug Elfner suggested that Keith Roland draft a form letter for TAF to use for bankrupt companies. Lou said he would follow up with Keith Roland.
- VIII. The next regular scheduled Board meeting will be held on Tuesday, November 12<sup>th</sup> in Albany.
- IX. There being no further business, Bill Salvatore made a motion to adjourn the meeting. Charlie Brennan seconded the motion and the meeting was adjourned.