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# **Advisory Board Meeting Minutes**

***November 18, 2003***

**Approved by Board 02/10/2004**

## Targeted Accessibility Fund of New York

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**Board Members Present:** Bill Salvatore (Chairperson), Patricia Knapp (Vice Chairperson), Barbara Bouton (Secretary/Treasurer), Lisa Ruoff Purdy, and Doug Elfner.

**Others Present:** John Flack (TAF Administrator), Lou Piazza (TAF Manager), Jim Williams (TAF Analyst), Jim Kittleman (PSC), and Bill Darcy (TAF Consultant). Keith Roland was present for a short time via conference circuit.

- I. Bill Salvatore called the meeting to order at 10:00AM and took role call. Without a quorum present Bill instructed Lou to request email proxy votes for approval of any items that require a vote from the members of the Board unable to attend the meeting. He asked the members present to review the August 12, 2003 Board meeting minutes. A few changes were noted and made. A motion was then made by Patricia Knapp to adopt the August 12, 2003 minutes with the noted changes. Lisa Purdy seconded the motion and the Board unanimously approved with the proxy votes of Juliana Janson and Charlie Brennan.
- II. Lou Piazza provided a TAF Administrative Expense Report for the months of July 2003-September 2003. He explained that Barbara Bouton (Treasurer) reviewed a more detailed financial summary prior to the meeting. Barbara reported that everything looked in order and that she was satisfied. Barbara Bouton made a motion to adopt and approve the TAF Administrative Expense Summary as presented. This was seconded by Bill Salvatore and unanimously approved by the Board with the proxy votes of Juliana Janson and Charlie Brennan.
- III. Lou Piazza provided a TAF status report. The July through September 2003 assessment summaries were presented and reviewed. Following a question and answer period, Barbara Bouton made a motion to adopt and approve the reports as presented. Bill Salvatore seconded the motion and the TAF status reports were approved unanimously including the proxy votes of Juliana Janson and Charlie Brennan.
- IV. Next Keith Roland joined the meeting to answer questions by the Board concerning the draft TAF By-Laws, which addresses the member/shareholder, Board of Directors, and the statutory duties of a not-for-profit corporation. Keith will revise the By-Laws based on suggestions proposed by the Board and forward them to Lou. It was determined that Lou would then send them to each member of the Board for their review and approval. Once the By-Laws are approved and completed, Lou will review the TAF manual for name change and any changes and/or revisions required due to the By-Law incorporation.

In addition, the Board also reviewed a draft copy of the Management & Service Agreement between the Access Pool and TAF and proposed certain modifications. Keith, will provide Lou with a new draft incorporating the modifications for distribution to the Board for review and approval.

- V. A special TAF Board meeting was held on November 4, 2003 to review and act upon the TRS Ad Hoc Committee's recommendation for the new telephone relay contract for the state. Only Board members who did not recuse themselves and signed a TRS

confidentiality agreement were in attendance. Lou has or will provide each Board member a copy that agreement. At that meeting the Board approved the Ad Hoc Committee's recommendation and directed Keith Roland to file a trade secret filing with the NYS PSC requesting its approval. The filing should be on the PSC agenda for its December 17<sup>th</sup> PSC Session. Jim Kittleman will shepherd this filing through the PSC approval process. Once the PSC approves the recommendation, Lou will inform each bidder and Board member as to the out come and the PSC Public Affairs will make the information available to the press.

- VI. Lou provided the Board with an update concerning the Relay Advisory Board meeting held in Syracuse on November 3<sup>rd</sup>. Lou explained that he facilitated the meeting, providing the Relay Advisory Board with an outline of the TRS RFP and its requirements. Lou also discussed the outreach and education program for relay service. He explained that the Relay Advisory Board is proposing to expand its seats to include the hard of hearing community and the speech impaired community. Since the Relay Advisory Board was set up by PSC Order, a proposal is being drafted for PSC approval. Lou will assist in drafting the proposal. Lou asked the TAF Board to approve his admission to the Relay Advisory Board to act as its facilitator and serve as TAF's representative. Patricia Knapp made a motion to adopt and approve Lou's proposal; it was seconded by Bill Salvatore and approved by the TAF Board, including proxy votes from Juliana Janson and Charlie Brennan.
- VII. The next regular scheduled Board meeting will be held on Tuesday, February 10<sup>th</sup> 2004 in Albany.
- VIII. There being no further business, Bill Salvatore made a motion to adjourn the meeting. Lisa Purdy seconded the motion and the meeting was adjourned.