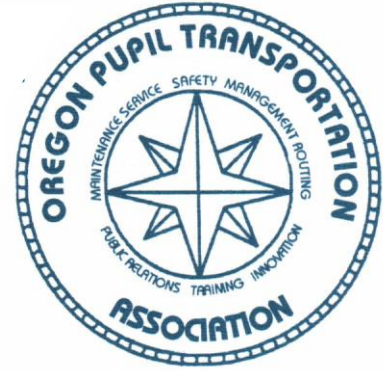


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*Minutes Of The State Board Meeting  
Oregon Pupil Transportation Association  
December 13, 2007 Greater Albany, Oregon*

Meeting called to order at 11:00 AM by board president, Michael Shields

**In Attendance:**

- Michael Shields - Kathy Houck
- Robin Biden - Janet Alley
- TJ Crockett - Lynnette O'Dell
- Matthew Kutcher - Keith Wright
- Deborah Lincoln - Chris Ellison

The **Agenda** was distributed and reviewed.

**Minutes** of the Oct. 4<sup>th</sup> meeting were approved.

**Financial Report** was distributed and reviewed. They were approved. It was noted that membership dues were low as not all Mid Willamette dues have been received.

**Budget Preparation for 2008-2009:**

Creating a paid position for the board was discussed. Members were assigned the task of coming up with 6-12 thoughts on what the position would be/do, come up with a job description, job title, and rate of pay.

There was discussion on the dues and fees structure

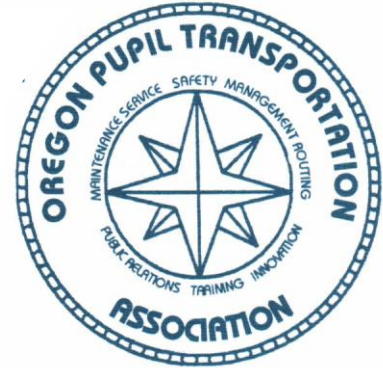
Performance Standards were discussed. If a paid position were created it would help keep us on track, and show us as proficient.

A committee was formed to discuss changing the By-Laws to amend the term of President, Past President, and President Elect. Looking at two year term so as to be able to move forward with direction of board. (it is assumed that chapters will follow suit) This is not to effect the current President or President Elect. Chris to chair, David, Matt, Deborah, plus 2 North Chapter members and 1 more South Chapter member. (members should be in good standing with board) Recommendation to be presented at Feb. Meeting.

**Chapter Reports:**

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Southwest: No report at this time.

Northwest: No report at this time.

**Legislative Report:**

Deborah provided a brief summary.

**Safety Exercise:**

It was pointed out that the next international exercise would be held in Calgary, Alberta, Canada. Potential participants should plan ahead to obtain a passport.

Questions were asked if OPTA would pay hotel costs for set up crew the night before event. Subject was tabled until next meeting.

Robin and Marty will discuss arrangements for State to be back in Redmond

South- May 3, 2008 held in Lebanon (River Center)

North- TBA

**Old Business:**

In regards to seatbelts, it was determined that the Association would not weigh in on the decision process but wanted to take a position on funding. Should this become a mandate, the Association wants to be sure that the mandate includes funding for implementation. Kathy is to draft a letter in this regard for review by Deborah so as to pose no conflict with ODE. The board wanted to have an appropriate response to the Federal Recommendation.

**New Business:**

Mike provided highlights of the NAAPT and NASDPT conferences.

A presidents Social was discussed (at the State conference), depending on Committee Schedules. All agreed sounded like a good idea

**Conference:**

Trade Show-Several motions were made and rescinded. The final motion was to charge \$200.00 for a single space with one table. If additional space is needed it would be 75% of another space. (\$150.00)

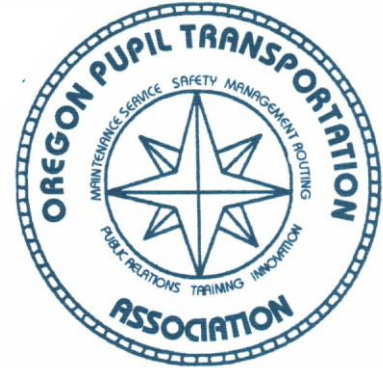
A motion was made, seconded, and passed to set Conference Registration at:

\$110.00 for Members

\$150.00 for Non-members

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\$120.00 for Members who register late

\$160.00 for Non-members who register late

The Awards Banquet will remain on Wednesday night

Conferences for 2009 and 2010 were tabled for later discussion

**Good Of The Order:**

Kathy H will email info about a class at OSU dealing with non-profit organizations. TJ is interested. Lynette and Robin are interested if their schedules permit.

Bryan Mullen will be invited to next meeting to advise and discuss the web page and its maintenance.

Next meeting will be in Hillsboro on February 7, 2008. Location TBA

Meetings were added for: April 11, 2008 in Redmond

May 22, 2008 in Welches at "Resort"

Robin would like an email if interested in the Special Needs Conference to go in her place ( March 7-12, 2008 in Little Rock) . [bidenr@hsd.k12.or.us](mailto:bidenr@hsd.k12.or.us)

**Newsletter:**

Next Edition on January 10, 2008.

**School Bus Safety Week:**

It was decided to have the two chapters talk and report back to the board.

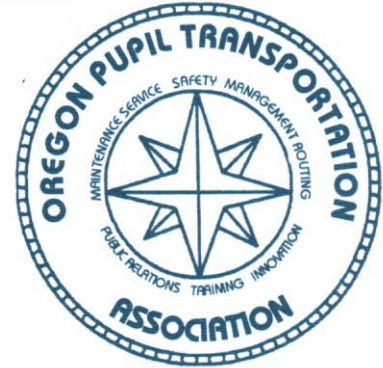
**Performance Measures:**

Members were asked to provide challenges of district for budget to Deborah. She would also like ratio numbers, information like what was collected for "Greater City Schools"

- Staff Ratios
- Cost per Mile
- Cost per Scheduled Rider
- Accidents per Mile
- On Time Performance

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- Average number of Miles Traveled per Bus
  - Number of Drivers per Bus
  - Student Management
  - Length of Bus Ride
  - Percent of Transportation Cost Vs. Overall Budget
- as examples.....

**Winter Workshop:**

North – supervisors workshop – 3/19/08

South – drivers workshop – 02/23/08 at Cascade High School

**By Laws:**

See Budget above.

**Award Committee:**

No meeting currently set, will talk at State Safety Exercises.

**Audit Committee:**

Kathy has the completed Audit to include chapters.

Meeting adjourned at 3:05 PM.

Submitted for approval,

Keith Wright for

David A. Phillips, Recording Secretary