

**This Meeting for: Kansas Operation Lifesaver, Board of Directors and
Committee Meeting**

Date: Thursday, August 9 2018 - - From 1:00 p.m. to 5:00 p.m.

**KLETC, Board Room
11009 S. Hornet Road
Hutchinson, KS 67501**

Present: Tara Mays (KS OL Executive Director), Matt Vogt (Valley Center Police Department), Mitch Sothers (KDOT), Lynn Aldrich (Volunteer at-large), Tony Stewart (KHP), Adrian Hertog (BSNF Representative).

Guests: None

1. Meeting was called to order by President Matt Vogt at 1:11pm. Members signified their attendance on the KS OL sign-in-sheet.

2. Matt Vogt led the safety briefing.

3. A sign-in sheet was sent around to signify attendance.

4. Board Meeting Minutes from May 10th Board Meeting: Motion was made by Adrian Hertog to approve May 10th Board Meeting Minutes, Lynn Aldrich seconded the motion. Motion carried unanimously.

5. Committee Meeting Minutes from May 10th Committee Meeting: Motion was made by Adrian Hertog to approve the May 10th Committee meeting minutes, Mitch Sothers seconded the motion. Motion carried unanimously.

Approval of special call meeting minutes from August 1st: Motion was made by Mitch Sothers to approve special call meeting minutes, Tony Stewart seconded the motion. Motion carried unanimously.

Follow-up was discussed: Adrian Hertog inquired on any updates. Matt Vogt reported that HRE Partners has not had any but Kansas Peace Officers Association has. Social media through Kansas Highway Patrol was not able to accommodate. Kansas Society of Association Executives Norbert Angell spoke with and they agreed to run an ad that had one respondent.

6. Treasurers report was given by Adrian Hertog. Financial Analysis handouts were provided for June and July. Adrian Hertog updated the group that some expenses show as a negative amount. This resulted from lack of expense history during the budgeting process. Our next budgeting process will correct that for next fiscal year. Adrian Hertog reported that July expenses totaled \$29,420.70 compared to budgeted expenses of

\$60,110.00 which left a balance of \$30,689.30. He says this indicates a fiscally sound approach to overall expenditures. Net operating income was \$30,413.03. Total income was \$59,833.73 less total expenses \$29,420.70 equals net operational income of \$30,413.03. Adrian Hertog reported that total income in July is \$130.00. He further explained that the bulk of income has already been received in the first few months and expenditures happen throughout the year.

Adrian Hertog reported that this financial information wasn't always available in this format. He further described that this information is helpful for board members to know the overall financial results through monthly reporting.

Adrian Hertog suggested that while he isn't aware of what each state organization has for financial reporting, ours is an ideal model.

Adrian Hertog reported that Certificate of Deposit comes up for maturity in February of 2019 and suggested that before next February of the Board needs to explore options for a better interest rate.

Adrian Hertog reported that total assets through July, are \$118,403.98. In-Kind Donations were discussed and represented an amount donated for a specific event. Assets and Liabilities (none) and Equities balance. Adrian reported this indicates we are financially sound.

A motion was made by Tony Stewart to approve the financial report, Lynn Aldrich seconded. Motion carried unanimously.

7. Executive Directors Report was presented by Tara Mays

A. Hours Update: Tara reported that overall hours are averaging around 21.5 hours per week. She reported that the majority of that time was spent on administrative tasks during the last few months since the last report was presented in May. She gave an overview of hours spent on administrative tasks, volunteer coordination, resource management, travel, financials, booth events, social media management, etc.

B. Tara announced that dash calendars for 2019 are now available and here for pick up or she can ship them as needed. Kansas Grain and Feed have already received 200, Tara has also offered to Kansas Livestock Association, and Kansas Motor Carriers Association but she hadn't heard back from those two organizations. Tara thanked the board for the opportunity to work with them and indicated her desire to continue to volunteer with Operation Lifesaver while she transitions to a new role.

C. Dates to note: Tara noted that the Region 6 FRA meeting will be August 14-15 in Kansas City, MO. She did indicate that OL National has been having discussions regarding updating the state agreements and that she would be happy to report back to the board but didn't feel that it would be likely that Kansas or other states in Region 6 were ready to sign new agreements by next week. Particularly without having a discussion with the state board.

Tara noted that Rail Safety Week is September 23rd-29th . November 8th will be the next Board Meeting at KDOT in Topeka.

D. Tara review additional volunteer opportunities that she will be soliciting with other OLAV volunteers: September 8th 1-4pm 12th Annual Emergency Services Showcase in Topeka. September 22nd 9am-5pm Annual Wichita Model Train Show, Wichita. September 22nd 9am-4pm RailFest Wichita, KS. October 2-3rd Teen Safety Conference in Wichita. October 6th Fall Festival in Eudora with Darlene Osterhaus. October 7th and 8th Kansas League of Municipalities Conference in Topeka. Tara will send out a follow-up email with all of these volunteer opportunities.

E. Transition Plan discussion was led by Matt Vogt who reported that currently he had 5 applicants so far with the ad closing next Monday. 1 came from KSAE, 1 came from KPOA. Matt indicated that while he had received some initial information, he hadn't received a full resume from most applicants that have expressed an interest. Matt reminded the group that the last time phone conversations eliminated some applicants and indicated that could happen again. Matt reported information was also sent to Kansas Traffic Safety Resource Office. Matt reported that Julie LaCombe also is willing to assist on the weekends on an interim basis. Tara clarified that there would be some additional needs related to quickbooks wciht require computer and internet access and also scanner connectivity. Adrian Hertog suggested that perhaps Jessica Mays of The Mays Group could continue to serve for financial reporting to the Board until a new State Coordinator is identified. A discussion was held on the benefits of having a bookkeeping contractual service separate of the State Coordinator duties depending on the preference of an incoming State Coordinator. A discussion was held regarding the need to do interim with Julie just on weekends. It might be possible to have The Mays Group contract on an interim basis and to prevent possible two transition confusion.

A motion was made by Tony Stewart to have The Mays Group prepare a contract for further board consideration to provide interim services and for bookkeeping services as a stand alone for review. Motion seconded by Mitch Sothers. Motion carried unanimously.

Matt reviewed a possible timeline for interview committee. Reminding the board that a decision on who will be interviewed will need to be made by the end of next week (August 17) so that interview can be held on the week of August 20th. Matt Vogt asks that the interview committee hold August 20th and August 21st for interviews at the offices of The Mays Group. Tony Stewart suggested that a breakdown of Tara's hours be made available during the interviews.

Adrian asks if Tara has any candidate recommendations. Matt Vogt will take recommendations from Tara.

Matt indicated he would also be reaching out to Tim Hull of Missouri Operation Lifesaver to inquire about the arrangement of an in-house employee and how that works for Missouri OL.

8. Old Business:

A. Rail Safety Week was discussed. Tara reviewed pre-week possibilities: Tara reported that a proclamation with the Governor in August/September may be difficult now that the Governor is involved in possible recount efforts. Tara reported that a joint press release with KDOT & KHP is being planned. Tara inquired with Mitch Sothers if there was an update on KDOT signs during Rail Safety Week. Mitch was unaware.

Tara suggested that Monday September 24th could be a large school event but it was decided that unless someone wanted to plan that outside of the Topeka media market it may be best to skip that effort.

It was discussed that Tuesday, September 25th Matt Vogt would work with Chadd Thimesch to arrange a possible Officer on the Train event in the Wichita or Great Bend media market.

Thursday, September 27th JCCC BNSF Training Center agreed that they would be happy to host a simulator event where we invite the media and law enforcement to come for a simulator experience. Adrian Hertog agreed to take the lead on this event.

Tara Mays discussed that Saturday, September 29th would be a community event in the Topeka media market with a day of KS OL hosting the Gage Park mini-train along with other safety partners, including Shawnee County Sheriffs Office. Tony Stewart suggested that KHP would also like to be included. Tara will follow-up with KHP.

9. New Business:

A. Tara Mays reminded the board that this year the board voted to separate the financial review services separate of that of the tax preparation services. The completed CBIZ/MHM CPA Financial Review was presented to the board members and the Board reviewed that the firm had no suggested changes to the financial procedures of Kansas Operation Lifesaver.

B. Competitive Grant Update: Tara Mays presented on the competitive grant efforts targeting the Intrust Bank Arena area in Wichita, KS. The efforts include Geo-fencing, social media, in arena advertising, booth events, and local business outreach. The Board reviewed some of the in-arena options. A motion was made by Tony Stewart to match the \$2,500 in grant funds for in-arena advertising and seconded by Adrian Hertog. Motion carried on a unanimous vote.

Tara reviewed the in-arena options for \$5,000. A motion was made by Mitch Sothers to proceed with a 30x30 digital marquee option. Motion was seconded by Tony Stewart. Motion carried unanimously.

Tara Mays presented information on the initial outcomes of the geofencing efforts. She reported that a one mile radius around Intrust arena targeting men ages 17-34 which produced 209,417 in app impressions with 799 click throughs.

Tara Mays presented that while \$1,000 will come from the approved budget, the expenditure authority for the grant funds will still be needed.

A motion was made by Adrian Hertog to approve expenditures in the amount of \$15,500 to allow for the complete implementation of the FRA Grant implementation. Motion was seconded by Lynn Aldrich. Motion carried unanimously.

Other Business:

Adrian Hertog reported that he received a call from Carol Steckbeck. Adrian was selected to be a part of the phone interview process to update the oli.org website. He was enthusiastic about the process and said it was a good conversation.

10. Future Business Items: Future discussion items was solicited with no pressing issues.

11. A Motion was made by Tony Stewart to adjourn the board meeting, motion seconded by Mitch Sothers. Motion carried.

Board Meeting Adjourned at 3:44pm.

1. Committee called to order at 3:45 pm, by Matt Vogt, President.

2. Committee Information and New Business

A. National statistical sheet was discussed and available to board and committee members.

B. Matt reported that as of July 31 OLAVs have made 645 presentations to an audience totaling 8,906. A bit down from the 2017 numbers of 691 presentations to 13,119.

Special events recorded an audience of 5,017 a bit down from 2017 reach of 5,978.

C. Social Media: Tara reminded the group that no expenditures have been made yet this year for social media advertising as that is anticipated during Rail Safety Week. Additionally, she reported that we went over 1,000 on Facebook followers.

3. General Remarks: Next meeting 1pm at KDOT in Topeka. Board lunch was requested. It was requested that Tara send out an e-mail for nominations for volunteer of the year. Nominations should go to a board officer.

4. Committee Adjournment: Motion was made by Adrian Hertog to adjourn committee meeting. Motion was seconded by Lynn Aldrich. Motion carried unanimously.

Motion adjourned at 3:50 pm.

Minutes respectfully submitted by Tara Mays, State Coordinator reviewed by Adrian Hertog