

SECTION 305 FINANCE SUB COMM

MINUTES

APRIL 14, 2010

2:00 PM EST

CONFERENCE CALL

FACILITATOR	<i>DJ Stadler, Treasurer S305 Next Generation Equipment Pool Committee Executive Board</i>
ATTENDEES	<i>DJ Stadler, Bill Bronte, Tanya Wojtulewicz, Scott Witt, Brent Thompson, Amy Arnis, Jim Donlin, Ken Uznanski, Steve Hewitt, Shayne Gill</i>
ABSENTEES	<i>Paul Nissenbaum</i>

DECISIONS MADE

<p>This was the "kick off" meeting of the S305 Finance Subcommittee and, as such, the first order of business was to constitute the subcommittee.</p>
<p>The subcommittee agreed that it would adhere to functioning professionally and with due diligence; and that it would establish an organizational structure consistent with the S305 By-Laws; would adhere to the Purpose and Responsibilities of the Finance Subcommittee, as described in the By-Laws; and that the work of the subcommittee would include the "subjects to be addressed" as stated in the By-Laws. It was also agreed that the officers of the Finance Subcommittee would include; a Chair and two Vice-Chair's (a 1st Vice Chair and a 2nd Vice Chair) with duties and responsibilities, as described in the By-Laws, and that their terms of office would be two years – also consistent with the By-Laws.</p>
<p>DJ Stadler, Amtrak (and S305 Executive Board Treasurer) was elected Chair, Brent Thompson WSDOT was elected 1st Vice Chair and Tanya Wojtulewicz, Maryland, was elected 2nd Vice Chair</p>
<p>It was agreed that the subcommittee would meet via conference call every other wednesday at 3:00pm Eastern Time, beginning April 28th</p>
<p>The subcommittee established a "working group" to put together a Subcommittee Work Plan and budget. The members of the "working group" are: DJ Stadler, as the leader, and Ken Uznanski and Brent Thompson as members.</p>

Action Items Update (New and Current)

<p>Develop a Work Plan, for the remainder of 2010, and, subsequently, a budget, for the Finance Subcommittee – the "working group", as established on this call, will draft a Work Plan proposal, with structural recommendations, and present them for consideration on the next subcommittee call – April 28.</p>
<p>Steve Hewitt will provide all subcommittee members with a copy of the S305 Committee By-Laws at the conclusion of today's call.</p>
<p>Steve Hewitt will prepare minutes/meeting summary of this, and future calls, and distribute to all subcommittee members as soon as practicable.</p>

ATTACHEMENTS

PRIIA Section 305 Finance Sub Committee Conf. Call Meeting **April 14, 2010**

Agenda Items

- Recommendation of a Finance Subcommittee Chair
- Establishing a regular recurring meeting time
- Development of a work plan for the remainder of 2010
- Development of a Finance Subcommittee budget

NEXT MEETING / CONFERENCE CALL: April 28 3:00-4:00 pm EST