

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
May 16, 2016
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative ED BRICKER
<i>(Victor VanderDoes)</i> | 1 min. |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. May 18, 2016, Work Session <i>(Billie Clark)</i> | |
| | B. June 1, 2016, Regular Meeting <i>(Lin Zenki)</i> | |
| | C. June 15, 2016, Work Session <i>(Ursula Euler)</i> | |
| IV. | APPROVAL OF MINUTES - April 18, 2016 | 1 min. |
| V. | CONSUMER ISSUES CHECK-IN
<i>(This is to identify what issues you wish to discuss later on the agenda in order to allocate time).</i> | 3 min. |
| VI. | NEW BUSINESS | |
| | A. ANNUAL SELF-ASSESSMENT <i>(Ann Freeman-Manzanares)</i> | 5 min. |
| | B. MODIFY TIMEFRAME FOR THE NOMINATION AND ELECTION OF OFFICERS <i>(Ann Freeman-Manzanares)</i> | 15 min. |
| | C. CAC TERMS ENDING & REAPPOINTMENTS
<i>(Ann Freeman-Manzanares)</i> | 10 min. |
| | D. PRESS WASHING ART <i>(Ann Freeman-Manzanares)</i> | 10 min. |
| | E. LONG RANGE FINANCIALS <i>(Ann Freeman-Manzanares)</i> | 20 min. |
| | F. ONE IMPACTFUL OUTREACH LOCATION/EVENT/ACTIVITY <i>(Ann Freeman-Manzanares)</i> | 30 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. April 20, 2016, Work Session <i>(Victor VanderDoes)</i> | |
| | B. May 4, 2016, Regular Meeting <i>(Ariah Perez)</i> | |
| IX. | NEXT MEETING - June 20, 2016, AT 5:30 PM | |
| X. | ADJOURNMENT | |

Attendance report is attached.

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in FTA Circular 4702.

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI Officer at (360) 705-5885 or ephillips@intercitytransit.com. If you need special accommodations to participate in this meeting,

please call us at (360) 705-5857 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5857.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
April 18, 2016

CALL TO ORDER

Chair VanderDoes called the April 18, 2016, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Vice-Chair Jan Burt; Kahlil Sibree; Billie Clark; Sue Pierce; Ursula Euler; Jonah Cummings; Joan O'Connell; Michael Van Gelder; Walter Smit; Lin Zenki; Denise Clark; Carl See; Leah Bradley; and Julie Hustoft.

Absent: Charles Richardson; Ariaah Perez; Quinn Johnson; Mitchell Chong; Ron Hughes.

Staff Present: Ann Freeman-Manzanares; Eric Phillips; Donna Feliciano; Carolyn Newsome; and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by BURT and PIERCE to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, CLARK GILMAN, and Gilman shared a bit about his work history and Olympia City Council appointment.

MEETING ATTENDANCE

- A. **May 4, 2016, Regular Meeting - Ariaah Perez**
- B. **May 18, 2016, Work Session - Billie Clark**
- C. **June 1, 2016, Regular Meeting - Lin Zenki**

APPROVAL OF MINUTES

A correction to the minutes was requested by PIERCE concerning the Consumer Issues section for her comment on page 9 to read Seattle instead of Tacoma.

It was M/S/A by O'CONNELL and VAN GELDER to approve the minutes of the March 21, 2016 meeting with the correction.

Euler arrived.

CONSUMER ISSUES

- None.

Clark, D. arrived.

Freeman-Manzanares introduced Eric Phillips as the new Development Director.

NEW BUSINESS

- A. CUSTOMER SATISFACTION; VANPOOL CUSTOMER SATISFACTION & MARKET SEGMENTATION STUDIES VIDEO** - (*Donna Feliciano; Carolyn Newsome & Ann Freeman-Manzanares*) Freeman-Manzanares provided introduction for the videos being presented that were recorded at the ITA meeting on April 6, 2016. She indicated the consultant, Hugh Clark, of CJI Research was retained in 2015 and under contract to provide one presentation to the ITA and had flown in from Ohio.

Customer Satisfaction Video presentation - (*Hugh Clark*) Clark stated the customer satisfaction survey was an on-board bus questionnaire and there were approximately 6,000 distributed with about 3,200 returned. Of that 2,594 were usable, which equates to a 34% response rate. People were asked to volunteer their contact information for a follow up survey. The follow up work was difficult to do, and even though they volunteered the information most didn't answer. There were 404 follow up surveys completed. The primary source of data is the on-board response. Clark discussed the analysis done on the data.

Zenki and Bradley arrived.

Freeman-Manzanares answered questions.

See - remarked that the information seemed to glaze over the dependence of older riders on the bus. It seemed to minimize the need for the bus system for the older population.

Freeman-Manzanares - responded she would look into that and let him know.

Cummings - remarked that Tumwater's usage didn't seem to be very high in correlation to the population.

Feliciano - responded I could be due to its size.

Phillips - stated the survey was spread evenly over the service and it was done scientifically.

VanderDoes - remarked the transfers in Tumwater were larger than in Lacey.

Cummings - indicated the slide showing how resident's used the transit system seemed to indicate the majority of the usage was internal to Olympia or between Olympia and Lacey.

Van Gelder - responded it is possibly because Tumwater is long and narrow with a single major arterial going north and south. It is not as spread out and doesn't have the street connections that Olympia does. It may be the weight of service as well as the size of the town.

Freeman-Manzanares - remarked it might also be due to work/school destinations.

Euler - indicated employers in Tumwater have large parking lots and so there may be less motivation to take the bus.

Intercity Transit Citizen Advisory Committee

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Hustoft – remarked if there are a lot of state offices in Tumwater it could be how much influence they have on the use of transit services.

Freeman-Manzanares – responded TRPC works with state ETC's on this and there is a lot of work that needs to be done.

Vanpool Customer Satisfaction Video – (*Hugh Clark*) Clark indicated vanpool recruited respondents by sending a letter with a URL to complete the survey. There were 537 responses received or 38%. Clark discussed the analysis of the data received from the responses. The overall responses indicate most are extremely satisfied with the service.

Newsome answered questions.

Zenki – asked if the first driving ticket is dismissed.

Newsome – responded if the ticket is given for more than 13 mph over the posted speed limit it is not. This is explained to vanpoolers in defensive driving. Staff will do some data mining and send a newsletter to reiterate the policy to participants.

Zenki- stated her staff used to utilize a “difficult corner” in their newsletter to discuss things nobody wanted to talk about.

VanderDoes – asked about driving records.

Newsome – indicated insurance pulls driving records and they are allowed to have one at fault accident, and one ticket under 13 mph for the posted speed limit. If drivers receive three complaints from the general public they must complete defensive driving again. If another complaint is received they are asked not to drive.

Hustoft – asked if anyone in a vanpool had gotten a ticket.

Newsome – stated some have and the general public reports things all the time.

Cummings – asked if there had been any efforts to create local vanpools to help with reduced weekend service.

Newsome – responded there are vans that go on weekends. People tend to think the fare is too high for the shorter commute usage. The issue is we can't find enough people with the same schedule to make it work. The shortest commute we have is here to Dupont, and it might not work if the employer wasn't subsidizing it.

Zenki – asked about the fare.

Newsome – state it is based on the number of miles divided by number of people in van.

Zenki – indicated it runs about \$500/mo. in the Bay area.

Newsome – stated vans park for free and in Seattle parking is about \$147/mo.

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Freeman-Manzanares – indicated staff has tried some pilot projects. It is difficult to get two willing/eligible drivers and enough riders to the same destination.

Clark, D. – inquired as to why the environmental aspect of choosing vanpool was dismissed when 50% listed it as a reason for choosing vanpooling.

Newsome – indicated she asked Clark the same thing and was told it was considered a “soft” response.

Freeman-Manzanares – indicated it’s not that it wasn’t important, but it wouldn’t have made them join the vanpool.

Newsome – remarked 18% is a big driver.

Smit – stated they were given the option of choosing environment and that is the current attitude. Maybe they checked the box because box it was there.

Bradley – asked where vanpoolers pick up the van.

Newsome – responded somebody usually takes it home or it’s left at a park and ride.

Market Segmentation Study Video – (*Hugh Clark*) Clark indicated the Market Segmentation Study was a household survey done by telephone and it is extraordinarily difficult. It provides a good random sample of the community and the intent is to study various market segments including those who occasionally use or may use the service; potential users; and non-riders. The data was compared to past surveys from 2004 and 2008. It provides a glimpse into the public’s attitude on transit as a public service and its importance. The data identifies barriers to attracting new ridership and provides insight for marketing efforts.

Heartsparkle Players Interlude.

The Market Segmentation video resumed and Freeman-Manzanares answered questions.

See – asked if there was a cross-tab with registered voters.

Freeman-Manzanares – responded she did not believe so. It becomes more complicated when you get into voters and there are a lot of rules around that.

Sibree – asked about the sample size of the survey.

Feliciano – responded 779.

Freeman-Manzanares – indicated they were different for each of the separate surveys, but were all statistically valid.

Zenki- indicated there were more responses than usual.

Feliciano – stated Hugh commented several times on the Market Segmentation survey about the difficulty he was having cross referencing cell phone numbers with

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April 18, 2016

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addresses and getting people to answer calls. Feliciano received a call but didn't fall into the right category.

Zenki- indicated she also received a call and participated in the DAL survey.

Feliciano - indicated it is getting harder and harder to get people to respond to surveys, and it may have to be done differently next time.

B. REGIONAL TRANSPORTATION PLAN COMMENTS - (*Ann Freeman-Manzanares*)

Freeman-Manzanares stated if there are comments to share on the Regional Transportation plan please feel free to email them to her or Nancy. TRPC is also receiving comments on their website directly or via their email at info@trpc.org. Comments are due by May 9, 2016.

REPORTS

- *Van Gelder* - provided the report from the April 6, 2016, ITA Regular Meeting indicating there was a celebration and roast for outgoing member Nathaniel Jones. They received the same presentation in person that the CAC saw tonight. Staff introduced new Development Director Eric Phillips and the new graduating class of coach operators. Karen Messmer encouraged people to comment on the Regional Transportation Plan. Ann, Nathaniel and Debbie provided a debrief on the national legislative conference they attended.
- *Freeman-Manzanares* shared a shout-out to Jan Burt for nominating the Build-a-Bike program for her agency's Everyone Can Help Out (ECHO) program. They donated \$400 to the program.

Freeman-Manzanares indicated Intercity Transit received some media attention on the facility maintenance staff and their "clean art" at local shelters and transit centers. The video is available on The Olympian's website.

Freeman-Manzanares shared that the Wellness Committee has been recognized again this year with two awards. They are also preparing for the 11th annual Wellness Fair on May 11th from 10 am - 3 pm. There will be wellness related booths and a fantastic salad bar.

Freeman-Manzanares stated it's not too early to get Transit Appreciation Day on calendars. This year the event is August 10th and the recognition program begins at 12:04 pm. She also indicated the Annual Holiday Banquet is set for Friday, December 9th and that program also begins at 12:04 pm.

Freeman-Manzanares shared that Intercity Transit is taking part in the "Take a Student to Work Day," April 28th for students in grades 6 - 12. There will be presentations, tours and it also includes lunch.

Freeman-Manzanares shared the Wellness Committee is also sponsoring a team again this year for the 2016 YMCA Spring Run & Public Agency Challenge on May 7th. The Wellness Committee will pay your registration fee and you will receive a t-shirt for your participation. The deadline for registration is April 22, 2016.

Freeman-Manzanares shared it is time to register again for the Bicycle Commuter Contest. Intercity Transit's team is "Crank-it"! You will receive a t-shirt for participating.

NEXT MEETING: May 16, 2016.

ADJOURNMENT

It was M/S/A by O'CONNELL and VAN GELDER to adjourn the meeting at 7:53 p.m.

Prepared by Nancy Trail
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**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: May 16, 2016**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: 2016 CAC Committee Self-Assessment

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- 1) **The Issue:** Completion of the CAC self-assessment inclusive of June 2015-May 2016. Staff will share results of the assessment at the June, 2016 CAC meeting, and with the Authority at the joint ITA-CAC meeting on September 21st.
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- 2) **Recommended Action:** Complete the self-assessment by June 3, 2016, for compilation of results by staff. The assessment will be completed online via SurveyMonkey.com, and staff will email a link to access the survey.
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- 3) **Policy Analysis:** The Intercity Transit Authority requires the CAC to complete an annual self-assessment. Results are shared with the Authority at the joint ITA-CAC meeting on September 21st.
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- 4) **Background:** The CAC conducts a self-assessment each spring to assess the overall health of the CAC, determine what is working well and how might performance be improved.

Each member will receive a link to the survey. It is really helpful and most informative to receive 100% participation. Assessments are due by June 3, 2016.

Staff compiles the results which are shared with the CAC at their June meeting. The CAC and ITA meet jointly, at which time results are shared with the Authority by the CAC Chair and Vice Chair. The joint meeting is scheduled for September 21, 2016 at 5:30. This joint meeting replaces the September 19 CAC meeting.

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- 5) **Alternatives:** To set the assessment any later would mean missing current members leaving the CAC in June.
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** The CAC works with the Authority to meet all goals of Intercity Transit.
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- 8) **Reference:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: May 16, 2016**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: Modify Timeframe for the Nomination and Election of Officers

1) **The Issue:** Consider modifying the timeframe for the nomination and election of officers as the appointment of new members has transitioned from July to January.

2) **Recommended Action:** Discuss and consider the following action for the June CAC meeting: 1) Change the CAC Operating Procedures/Bylaws to nominate officers in October; 2) Change the election of officers to occur in November; 3) Allow current Chair VanderDoes and Vice Chair Burt to continue in these offices through the remainder of 2016; 4) Modify the CAC Operating Procedures to reflect the new timeframe for nomination and election of officers; and 5) Modify the CAC Bylaws to reflect the new timeframe for nomination and election of officers.

3) **Policy Analysis:** The current CAC Operating Procedures and Bylaws define conflicting timeframes for nomination of officers and election of officers. They should be synonymous. Per the CAC Bylaws, officers will be nominated in May and elected in June for one-year terms. Per the CAC Operating Procedures, officers will be nominated in August and elected in September for one-year terms. This recommendation will not only bring this conflict into alignment but will alter the timeframe to reflect the new member appointment schedule.

4) **Background:** Historically the nomination and election of officers was done in the spring to coincide with new member appointments in July. The recruitment process was moved to the fall as it proved to yield more applicants. As such new member appointments have transitioned to January.

The terms of office for both the current Chair and Vice Chair expire June 30, 2016. Both Chair VanderDoes and Vice Chair Burt have agreed to continue in said capacity through the next election process to assist in cycling the terms of office if that is acceptable to the CAC and the ITA.

Historically the timeframe for nominating and electing new officers has directly preceded the appointment of new members. It is appropriate to modify the

Operating Procedures and Bylaws, the governing documents of the CAC, to reflect any changes:

PROPOSED MODIFICATION TO CAC OPERATING PROCEDURES

Omit the text with the strikethrough and add the text that is underlined:

OFFICERS/TERM OF OFFICE

“Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in ~~August~~ October (either self-nomination or nomination by others) and affirmation by majority vote in ~~September~~ November.”

PROPOSED MODIFICATION TO CAC BYLAWS

Omit the text with the strikethrough and add the text that is underlined:

OFFICERS/TERM OF OFFICE

“Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in ~~May~~ October (either self-nomination or nomination by others) and affirmation by majority vote in ~~June~~ November.”

5) Alternatives:

- A) Discuss and consider the following action for the June CAC meeting: 1) Change the CAC Operating Procedures/Bylaws to nominate officers in October; 2) Change the election of officers to occur in November; 3) Allow current Chair VanderDoes and Vice Chair Burt to continue in these offices through the remainder of 2016; 4) Modify the CAC Operating Procedures to reflect the new timeframe for nomination and election of officers; and 5) Modify the CAC Bylaws to reflect the new timeframe for nomination and election of officers.
- B) Receive nominations for Chair and Vice Chair and conduct elections at the June meeting. In this case only the Operating Procedures would need modification to mirror the CAC Bylaws.

6) Budget Notes: N/A

7) Goal Reference: N/A

8) Reference: CAC Operating Procedures and CAC Bylaws.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: May 16, 2016**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: CAC Terms Ending & Reappointments

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- 1) **The Issue:** Review the outgoing members who have completed their terms and the members who are eligible to renew for an additional three year term.

 - 2) **Recommended Action:** Provide a list of individuals who are interested in renewing their terms to the Authority for consideration of appointment for an additional term.

 - 3) **Policy Analysis:** The CAC Operating Procedures and Bylaws indicate members shall serve a term of three years and may serve two complete terms.

 - 4) **Background:** The CAC governing documents state:

TERMS

“CAC members shall serve a term of three years and may serve two complete terms. The Youth position will serve a one-year term and is eligible to reapply for a second one-year term. If a member is appointed to complete a vacant term, it is not considered a complete term.”

There are two members who have completed two consecutive three year terms and one partial term: KAHLIL SIBREE and JULIE HUSTOFT. Both have served on the committee since July 2009.

There are four members who have completed one three year term and are eligible to renew for an additional three year term: VICTOR VANDERDOES; MICHAEL VAN GELDER; SUE PIERCE & LEAH BRADLEY.

All four members have indicated they wish to renew their term: VICTOR VANDERDOES, MICHAEL VAN GELDER, SUE PIERCE & LEAH BRADLEY.

There is an additional member who wishes to resign his term CHARLES RICHARDSON.

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- 5) **Alternatives:** N/A
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- 6) **Budget Notes:** N/A
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- 7) **Goal Reference:** The CAC works with the Authority to meet all goals of Intercity Transit.
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- 8) **Reference:** CAC Operating Procedures & Bylaws.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-D
MEETING DATE: May 16, 2016**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares (705-5838)
SUBJECT: Pressure Washing Art

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- 1) **The Issue:** Pressure washing art at bus stops and transit centers.
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- 2) **Recommended Action:** For your information and enjoyment.
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- 3) **Policy Analysis:** N/A.
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- 4) **Background:** Recently several facilities staff members were recognized by local media for their creative pressure washing art at bus stops and transit centers. Staff has collected pictures of a number of favorites to share with the CAC.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** This item is for information only.
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- 7) **Goal Reference:** **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #6:** *"Encourage use of services."*
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- 8) **References:** N/A.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-E
MEETING DATE: May 16, 2016**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares (705-5838)
Ben Foreman (705-5813)

SUBJECT: Long Range Financial Review

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- 1) **The Issue:** Review long term financial scenarios in preparation for the Strategic Plan Update, the development of the 2017 budget and the September 23 Authority Planning Session.
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- 2) **Recommended Action:** This item is for discussion only.
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- 3) **Policy Analysis:** The strategic plan is Intercity Transit's primary policy document. The Authority's direction provides the priorities and level of resources devoted to specific services and projects. Review of strategic planning priorities, along with our long term financial forecast, is necessary to insure our goals are in line with anticipated need and financial resources.
-
- 4) **Background:** This is an opportunity to review long range financial scenarios. This is in preparation for future development and discussions relating to the 2017 budget as well as updating our Strategic Plan.
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- 5) **Alternatives:**
A. Review items for consideration and discussion.
B. Delay review and discussion associated with these items.
-
- 6) **Budget Notes:** The strategic plan provides the basis for the development of our annual budget. The costs associated with development of the strategic plan and financial forecast are primarily staff time.
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- 7) **Goal Reference:** The strategic plan specifies how resources will be allocated to address all of the Authority's goals.
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- 8) **References:** N/A.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-F
MEETING DATE: May 16, 2016**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares (705-5838)

SUBJECT: One Impactful Outreach Location/Event/Activity

1) **The Issue:** Help identify strategic ways to reach out to the community.

2) **Recommended Action:** This is an opportunity for CAC members to provide comment.

3) **Policy Analysis:** Goal #6 of our strategic plan is to “Encourage use of services.” The CAC is a great community resource to provide insight and suggestions to help us better serve our community.

4) **Background:** The CAC is a great source of information to help us provide focused outreach to establish a positive reputation as a community partner as well as provide information about our services.

Staff is asking each CAC member to give this concept some thought and provide a single impactful location, event or activity which would help us accomplish this goal.

5) **Alternatives:** N/A

6) **Budget Notes:** N/A

7) **Goal Reference:** The CAC works with the Authority to meet all goals of Intercity Transit but this one is directly related to Goal #6 - *Encourage the use of services.*

8) **Reference:** N/A

Authority Meeting Highlights
A brief recap of the Authority Meeting of May 4, 2016

Action Items:

Wednesday night, the Authority:

- Authorized the General Manager to amend the existing contract with Tetra Tech, Inc., to finalize the design for the UST Replacement project, in the not-to-exceed amount of \$70,000, including taxes. *(Tammy Ferris)*
- Scheduled a public hearing for June 1, 2016, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2017-2020 TIP. *(Eric Phillips)*
- Finalized comments to the Agency's response to the 2014 Regional Transportation Plan.
- Reviewed the Goals and End Policies in the current strategic plan to determine if they remain relevant or need updating for the 2017-2022 Strategic Plan.

Other Items of Interest:

- Welcomed **Diana Claus-Sharwark, Travel Trainer (Promotion).**
- Welcomed **Lisa Sayaogo, Service Worker (Promotion).**
- Welcomed **Raven Safire, Accounting Specialist.**
- Recognized Facility staff members Joe Weakley, Futi Ratisami, and Jason Click for their Artwork Pressure Washing at Bus Stops.
- Vanpool has 186 active groups; and one van group restarted after being away for 3 months.
- The first Van Grant vehicle was issued to Community Youth Services.
- Staff participated with the Washington State Transit Insurance Pool Committee to review the best practice policies regarding volunteer vanpool drivers' qualifications.

Prepared by: Pat Messmer
Prepared May 5, 2016

		4	5	6	7	8	9	10	11	12	1	2	3
CAC	Members	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Leah	Bradley	Absent	Absent			Absent	Absent			MEETING CANCELLED		Absent	Absent
Jan	Burt					Absent	Absent						
Mitch	Chong				Absent							Absent	
Billie	Clark												
Denise	Clark				Absent							Absent	
Jonah	Cummings												
Ursula	Euler						Absent	Absent					
Ron	Hughes												
Julie	Hustoft		Absent	Absent								Absent	
Quinn	Johnson	Absent	Absent			Absent	Absent						
Joan	O'Connell												
Ariah	Perez					Absent	Absent		Absent			Absent	Absent
Sue	Pierce	Absent											
Charles	Richardson	Absent	Absent		Absent	Absent						Absent	Absent
Carl	See						Absent	Absent	Absent			Absent	
Kahlil	Sibree						Absent						
Walter	Smit												
Victor	VanderDoes												
Michael	Van Gelder				Absent	Absent		Absent	Absent				
Lin	Zenki						Absent					Absent	

= Joint meeting does not count against required meeting attendance