**Oklahoma Association for Pupil Transportation
Board Meeting Minutes
Wednesday – December 11, 2019 10:00am
Oklahoma State Department of Education**

1. Call to order: 10:00am (10:04 AM)
2. Roll Call of Board: Roll Call of Leadership Team:

 Tammy Bowler \_\_P\_\_\_ Tina Spence\_\_\_\_\_\_\_

 Gary Greenhill \_\_\_P\_\_ Tammy Shepard\_\_\_\_

 LeeAnn Millan \_\_\_P\_\_ Billy Whittenburg\_\_\_

 Chuck Lawson \_\_\_P\_\_ Billie Sistrunk\_\_\_\_\_\_\_

 Eric Anderson \_\_P\_\_\_ Susan Hutton\_\_\_\_\_\_

 Gabe Hayes \_\_\_\_\_\_\_ Kevin Means \_\_\_P\_\_\_

 Janiece Cress \_\_\_P\_\_\_ Sean Parker\_\_\_\_\_\_\_

 Joel Illgen \_\_\_\_P\_\_\_ Robert Feinberg \_\_P\_\_

 Donnie Ryan \_\_\_P\_\_\_ Kim Hamilton

 Kevin Winn \_\_\_\_P\_\_ Chandria Youngblood \_\_\_\_P\_\_\_\_

 Randy Empting \_\_\_\_\_ James McNabb\_\_\_\_\_\_

 Thane Bowles \_\_\_\_P\_\_\_

 3. Recognition of Guests:

4. Reading and approval of November 13th, 2019 minutes: Gary Greenhill

Motion to approve: \_\_KEVIN\_\_\_\_\_\_ 2nd \_\_\_\_ERICK\_\_\_\_\_\_\_\_\_\_\_ PASSED

5. SDE updates: Tina Spence N/A

6. DPS updates: Tammy Shepard N/A

7. New Business:

 Payment of Matt Tarr invoice #20191201 ($600.00)

 Motion to Approve: \_\_\_\_JOEL\_\_\_\_\_\_\_\_ 2nd \_\_\_\_\_ERICK\_\_\_\_\_\_\_ PASSED

 Payment of Smart Horizons Invoice **# 15-033553 - $750.00**

 Motion to approve: \_\_\_\_KEVIN\_\_\_\_\_\_\_ 2nd \_\_\_\_JANICE\_\_\_\_\_\_\_ PASSED

 Payment to Tammy Bowler for postage reimbursement Invoice 2019-001: **$299.75**

 Motion to approve: \_\_\_\_\_JANICE\_\_\_ 2nd\_\_\_ERICK\_\_\_\_ PASSED

 Payment to NAPT for state membership – Invoice # 2840 **$300.00**

 Motion to approve: \_\_\_JOEL\_\_\_\_ 2nd \_\_\_\_Janice\_\_\_\_ PASSED

8. Conference/Discussions/needs:

 James McNabb: Payment of NAPT invoice:

 Motion to charge $20.00 per student for NAPT course \_\_\_KEVIN\_\_\_ 2nd \_\_CHUCK\_\_\_ PASSED

 Agenda-what we know so far and time lines –

* We still have some time slots open
* Pipe and drape on Saturday
* Sunday golf and School Bus Inspection class
* Registration
	+ Mechanic registration in Event Center
	+ Add registration locations to registration form
* Add shuttle times to agenda
* PDS
	+ Monday afternoon and Tuesday morning
	+ Introduce/explain cohort on Tuesday afternoon

9. Officers reports:

 Treasurer report: Gary Greenhill

 Area Directors: Joel Illgen – January 6th deadline to register on the FMCSA drug clearinghouse

 Gabe Hayes

 Chuck Lawson

 Randy Empting

 Janiece Cress

 Kevin Winn – Working to contact directors

 Vendor Director: Eric Anderson – Continuing to contact vendors

10. Committee Reports:

 Registration: Kevin Winn, Janiece Cress, Chandria Youngblood

 Conference Awards and Pins: Gary Greenhill, Tammy Bowler, Tina Spence, Janiece Cress

 Nominations and Election: Randy Empting, Gary Greenhill, Janiece Cress

 Mechanics Day: Gabe Hayes, Gary Greenhill, Joel Illgen

 Conference Topics and Speakers: Tammy Bowler, LeeAnn Millan, James McNabb

 Conference Catering and Logistics: Tammy Bowler, LeeAnn Millan, Kevin (Means)

 Vendor Show and Buses: Eric Anderson, Kevin Means

 Golf Tournament: Tammy Bowler, Robert Feinberg

 Bylaws Review and Recommendations: Chuck Lawson, LeeAnn Millan

 2021-2022 Conference Locations: LeeAnn Millan, Eric Anderson, Kevin Winn – Looking at locations/options

11. Old Business

12. Updates and/or needs of recurring debits:

 ATT phone bill:

 PO Box:

 insurance policy

 accounting software(?) Billing?

13. Adjournment:

 Motion to approve: \_\_\_\_JANICE\_\_\_\_ 2nd \_\_\_\_\_ERICK\_\_\_\_\_\_ PASSED