



**NEW MEXICO TRANSIT ASSOCIATION
BOARD OF DIRECTORS' MEETING AGENDA
July 18, 2024 – 12:00 PM
Rio Metro Regional Transit District – Valencia Division
3734 Lambros Loop SE
Los Lunas, NM**

- 1. Call to Order**
- 2. Roll Call**

Board Members:

Elizabeth Carter (President), Director at Large	Present / Absent / Called In
James Barela (Vice President), Director at Large	Present / Absent / Called In
Ed Powers (Treasurer), Director at Large	Present / Absent / Called In
Rebecka Hicks, (Secretary), representing 5311 programs	Present / Absent / Called In
Kevin Olinger, (Ex-Officio representing NMDOT)	Present / Absent / Called In
Leslie Baca, representing 5310 programs	Present / Absent / Called In
Mike Bartholomew, representing 5307 programs	Present / Absent / Called In
Brent Roy, Business Member	Present / Absent / Called In
Todd Naktewa, Director at Large, representing Tribal Transit	Present / Absent / Called In
Tom Marking, Professional Business Member	Present / Absent / Called In
Anthony Mortillaro, representing Regional Transit Districts (RTD)	Present / Absent / Called In

Staff

Melissa Drake, Executive Director	Present / Absent / Called In
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Guests: _____ Present / Called In

_____ Present / Called In

- 3. Approval of the Agenda**
- 4. Approval of Meeting Minutes – June 20, 2024**
- 5. Approval of Treasurer's Monthly Financial Reports for June 2024**
- 6. Presentations:**
- 7. Action Items:**
 - Approval of Amendment of Professional Service Agreement for J.D. Bullington Government Relations
 - Approval of Professional Service Agreement for Sunny505
 - Discussion and Approval of Revisions to Bylaws
- 8. Discussion Items:**
 - FY 2024 Financial Audit update
 - FY 2025 Training Calendar
 - FY 2025 NMTA Board Meeting Calendar and Hosting Agencies
 - 2024 LIT Leadership Summit – Travel and Ad for Agenda Update
 - 2025 LIT Leadership Summit Update
- 9. Subcommittee Updates:**
 - **Conference, Rodeo and Training**
(Ed Powers, James Barela, Liz Carter)
 - **Legislative and Communications**
(Tony Mortillaro, Tom Marking, Liz Carter and David Armijo)
 - **Membership and Sponsors**
(Mike Bartholomew, Becky Hicks, Todd Naktewa and Brent Roy)
- 10. Board Member Announcements**
- 11. Adjourn - Next Meeting Date/Time/Location: September 19, 2024 – location to be determined**

NM Transit Association

1000 Bank Of America - checking, Period Ending 06/30/2024

RECONCILIATION REPORT

Reconciled on: 07/11/2024

Reconciled by: Melissa Drake

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	3,416.89
Checks and payments cleared (24).....	-49,644.05
Deposits and other credits cleared (9).....	80,062.16
Statement ending balance.....	<u>33,835.00</u>

Uncleared transactions as of 06/30/2024.....	-11,324.95
Register balance as of 06/30/2024.....	22,510.05
Cleared transactions after 06/30/2024.....	0.00
Uncleared transactions after 06/30/2024.....	51.48
Register balance as of 07/11/2024.....	22,561.53

Details

Checks and payments cleared (24)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/24/2024	Bill Payment	1966	The Printer's Press	-3,628.04
05/24/2024	Bill Payment	1967	Damon Brooks and Associates	-11,351.01
06/03/2024	Expense		EPX - Credit card processing f...	-29.95
06/04/2024	Expense		QuickBooks Payments	-1.24
06/05/2024	Expense		QuickBooks Payments	-53.64
06/05/2024	Transfer			-20,000.00
06/20/2024	Expense		QuickBooks Payments	-0.96
06/24/2024	Bill Payment		Verizon Wireless	-0.30
06/24/2024	Bill Payment	Debit	Verizon Wireless	-109.51
06/26/2024	Expense		QuickBooks Payments	-37.32
06/30/2024	Bill Payment	EFT	Melissa Drake	-1,552.75
06/30/2024	Bill Payment	1970	united States Liability Insuran...	-1,067.00
06/30/2024	Bill Payment	EFT	ADP Tax	-954.84
06/30/2024	Bill Payment	EFT	Melissa Drake	-1,554.75
06/30/2024	Bill Payment	Debit	E Fax	-204.03
06/30/2024	Bill Payment	Debit	Go Daddy	-1,295.88
06/30/2024	Bill Payment	Debit	Kaspersky lab	-312.63
06/30/2024	Bill Payment	1969	RLS & Associates	-5,361.80
06/30/2024	Bill Payment	1974	Melissa Drake	-548.24
06/30/2024	Bill Payment	Debit	Allianz Global Assistance	-26.74
06/30/2024	Bill Payment	1968	North Central Regional Transit...	-400.00
06/30/2024	Bill Payment	1971	Hinkle and Landers	-645.75
06/30/2024	Bill Payment	Debit	Alaska Airlines	-486.19
06/30/2024	Bill Payment	Debit	Adobe Acrobat Systems	-21.48

Total -49,644.05

Deposits and other credits cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/04/2024	Deposit		Navajo Transit System	450.00
06/04/2024	Deposit		Atomic City Transit	41.36
06/05/2024	Deposit		NM Dept. of Transportation	74,928.12
06/05/2024	Deposit			1,794.00
06/10/2024	Deposit		CWI Digital Systems	800.00
06/10/2024	Deposit		City of Socorro	525.00
06/20/2024	Deposit		Access-Arize LLC	32.00
06/21/2024	Deposit			243.68
06/26/2024	Deposit			1,248.00

Total80,062.16

Additional Information

Uncleared checks and payments as of 06/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/23/2024	Bill Payment	EFT	NM Taxation and Revenue	-293.46
06/30/2024	Bill Payment	1973	Walter Diangson dba WRLDKO	-6,236.09
06/30/2024	Bill Payment	1972	USF Business Payments	-4,747.00
06/30/2024	Bill Payment	1975	Melissa Drake	-48.40
Total				-11,324.95

Uncleared checks and payments after 06/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/10/2024	Expense		QuickBooks Payments	-0.52
Total				-0.52

Uncleared deposits and other credits after 06/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/10/2024	Deposit		Ride	52.00
Total				52.00

NM Transit Association

Balance Sheet

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Bank Of America - checking	22,510.05
1010 Bank of America - Savings	48,138.47
Total Bank Accounts	\$70,648.52
Accounts Receivable	
1100 DOT Receivable	23,661.43
1110 NMTA Receivables	200.00
Total Accounts Receivable	\$23,861.43
Other Current Assets	
1200 Undeposited Funds	0.00
1300 Prepaid Insurance	1,317.96
1350 Prepaid Payroll Tax Expense - 2	0.00
1360 Prepaid Conference and Rodeo Expenses - 2	0.00
Prepaid Conference and Rodeo E	0.00
Prepaid Payroll Tax Expense	0.00
Total Other Current Assets	\$1,317.96
Total Current Assets	\$95,827.91
TOTAL ASSETS	\$95,827.91
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 AP	854.70
Total Accounts Payable	\$854.70
Other Current Liabilities	
2400 Payroll Liabilities	948.61
Deferred Revenue	0.00
Total Other Current Liabilities	\$948.61
Total Current Liabilities	\$1,803.31
Total Liabilities	\$1,803.31
Equity	
3000 Net Assets	9,581.32
3020 Temp Restricted Net Assets	0.00
3200 Unrestricted Net Assets	84,736.44
Net Income	-293.16
Total Equity	\$94,024.60
TOTAL LIABILITIES AND EQUITY	\$95,827.91

**NEW MEXICO TRANSIT ASSOCIATION
BOARD OF DIRECTORS' MEETING MINUTES**

June 20, 2024 – 12:00 PM

**Hosting Agency: Pueblo of Zuni – A:Shiwi Transit, Pueblo of Zuni
Meeting Location: A:Shiwi College, 67 Rt. 301 N. Zuni, NM 87327**

1. Call to Order

President Elizabeth Carter called the meeting to order at 12:03 PM.

2. Roll Call

Board Members:

Elizabeth Carter (President), Director at Large	Present
James Barela (Vice-President), Director at Large	Absent
Ed Powers (Treasurer), Director at Large	Called In
Rebecka Hicks (Secretary), representing 5311 programs	Called In
Kevin Olinger, (Ex-Officio representing NMDOT)	Called In
Leslie Baca, representing 5310 programs	Present
Mike Bartholomew, representing 5307 programs	Absent
Brent Roy, Business Member	Called In
Todd Naktewa, Director at Large, representing Tribal Transit	Present
Tom Marking, Professional Business Member	Called In 12:30
Anthony Mortillaro, representing Regional Transit Districts (RTD)	Called In 12:06

Staff:

Melissa Drake, Administrative Director	Present
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Guests:

David Armijo, SCRTD	Called In
Tommy Mims, Gallup Rural Transit	Present

3. Approval of the Agenda

Motion to approve agenda: Becky Hicks; Second: Todd Naktewa

Vote: Passed 7-0

4. Approval of Meeting Minutes – March 21, 2024, April 15, 2024

Motion to approve meeting minutes: Becky Hicks; Second: Leslie Baca

Vote: Passed 7-0

5. Approval of Treasurer's Monthly Financial Reports for March thru May 2024

Reports included in Board packet.

Motion to approve Treasurer's reports: Becky Hicks; Second: Todd Naktewa

Vote: Passed 7-0

6. Presentations:

None.

7. Action Items:

- **Approval of FY2025 NMTA Budget and NMDOT Budget**

Used same amounts from FY2024; change anticipated revenue for FY2024 to FY2025. Need contact information for City of Portales. Report included in Board packet. Will bring MOU with DOT to July meeting (Liz is still waiting for a question to be answered by Deborah Bach).

Motion to approve both: Becky Hicks; Second: Brent Roy

Vote: Passed 8-0

- **Approval of Code of Ethics Addendum**

During April meeting, we discussed the need for a Code of Ethics policy. Included in the Board packet is the policy, the complaint and investigation procedure and the complaint form. Liz Carter had an attorney review it for legality. He only made a few minor changes. Hopefully we will never need to use it.

Motion made to approve: Becky Hicks; Second: Leslie Baca.

Vote: Passed 8-0.

- **2025 Legislative Strategy-Discussion and Approval of Talking Points Sheet**

Sheet is included in the Board packet. We decided, after last year's session, that we needed to change things up a bit. The Legislative and Communications Committee members participated in a SWTA seminar to review the efforts others were making. Liz liked Colorado's approach. Tennessee is fully self-funded, so they are able to do more. Oregon was successful in creating a state transit fund using 1/10 of 1% of the state employment tax. They are currently trying to increase the 1/10 of 1% to be a full 1%. This will greatly assist funding the state transit fund in Oregon. Their Lobbyist is not involved in the education portion. The Committee developed the talking points sheet. How do we tie our goals and objectives into the governor's initiatives- housing, education, healthcare, child care, mental health, economy, connectivity and the environment? Lobbyist said we need to recommend a dollar amount. See attached sheet for the 3 options requested and the current issues. NMDOT wants to meet with the Committee to discuss some of the data to make sure they understand what is being presented. Liz would like to meet with the governor ahead of the Legislative session to get her on board beforehand.

David Armijo recommends more communication with as many other groups as possible (opportunity with New Mexico Foundation for Open Government).

Motion made to approve new strategy and talking points sheet: Tony Mortillaro; Second: Todd Naktewa. Vote: Passed 8-0.

- **Discussion and approval of capacity to attend the LIT Leadership Summit per our MOU with Latinas in Transit Partnership**

Melissa Drake included the invitation in the Board packet. Great for networking. Could be an exhibitor. 2 Complimentary registrations available. ½ page electronic ad in the LIT newsletter. Liz is Vice-President of LIT, so she doesn't need to use one of the registrations. September 12-14, 2024, in Portland, Oregon. If a Board member goes, will need to get approval from NMDOT for out-of-state travel request. If they don't approve then Liz recommends that NMTA pay for it. Would like to hold next year's summit here in New Mexico. Liz discussed the many programs that LIT is involved in, including scholarships to help cover the cost for individuals to go to the Summit. Leslie Baca and Melissa are interested in going.

Motion made to approve Melissa Drake's and Leslie Baca's attendance: Todd Naktewa; Second: Ed Powers.

Vote: Passed 8-0.

- **Approval for Melissa Drake to attend LIT Leadership Summit**

Motion made to approve NMDOT travel request; if not approved, NMTA will cover cost: Becky Hicks; Second: Tony Mortillaro.

Vote: Passed 8-0.

- **Approval of Changing the Title of Administrative Director to Executive Director**

Executive Director is the title given to most other people in this same position with other orgs.

Motion made to approve: Becky Hicks; Second: Tony Mortillaro.

Vote: Passed 8-0.

- **Adjourn to Closed Session**

Motion made to approve: Becky Hicks; Second: Liz Carter.

Vote: Passed 8-0.

- **Annual Performance Review for Melissa Drake**

Motion made to approve: Becky Hicks; Second: Ed Powers.

Vote: Passed 7-0.

- **Consideration of Performance Adjustment for Melissa Drake**

Maximum is 7%.

Motion made to approve 7% increase: Becky Hicks; Second: Brent Roy.

Vote: Passed 7-0.

- **Discussion and approval of Employee Professional Service Agreement-Change Fiscal Year, Job Title and Term to 2028**

Motion made to approve: Becky Hicks; Second: Ed Powers.

Vote: Passed 7-0.

- **Adjourn to Open Session**

Motion made to approve: Becky Hicks; Second: Ed Powers.

Vote: Passed 7-0.

8. Discussion Items:

- **2024 Managers' Leadership, Rodeo, Conference and Expo Expense/Revenue Update**

Summary report of revenues and expenses included in the Board packet. This Rodeo was the largest we have had since Melissa has been involved, AND it was bigger than the one in Texas! Lots of new ideas for next year. People are already calling about it. Considering an on-site T-shirt maker for next year. Consider making Manager's Conference separate in the fall. April dates next year are filling up with other conferences, may have to move our conference date. Committee still needs to get together to debrief about the Rodeo. Try to get press coverage for next year. CTA was very interested in the indoor rodeo; we may be getting involved to help them with their planning.

9. Subcommittee Updates:

- **Conference, Rodeo and Training**

(Liz Carter, Ed Powers and James Barela)

New chair: Ed Powers. Possibility of adding a van competition and a maintenance competition. Brent Roy interjected the requirements for maintenance competition, requires a large financial investment for tools and equipment.

- **Legislative and Communications**

(Tony Mortillaro, Tom Marking, Liz Carter and David Armijo)

Nothing additional to report.

- **Membership and Sponsors**

(Mike Bartholomew, Becky Hicks, Todd Naktewa and Brent Roy)

Nothing new to report.

10. Board Member Announcements

None.

11. Adjourn

Motion made to adjourn at 1:29 PM: Becky Hicks; Second: Brent Roy.

Vote: Passed 8-0

NEXT MEETING DATE/TIME/LOCATION: July 18, 2024 at 12pm at the Rio Metro RTD Valencia County, 3437 Lambros Loop SE, Los Lunas, NM 87031.

NINTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE NEW MEXICO TRANSIT ASSOCIATION AND
J.D. BULLINGTON GOVERNMENT RELATIONS, LLC

The Professional Services Agreement dated, August 15, 2014 (The "Agreement") between New Mexico Transit Association ("NMTA") and J.D. Bullington Government Relations, LLC. (JDBGR) is hereby amended by mutual agreement of the parties as follows.

The Parties mutually agree to amend Article One (1) (a) reducing the compensation from \$1,800.00 per month (second amendment dated June 22, 2016, third amendment dated July 2, 2018) to \$1,300.00 per month including gross receipts tax, with a limit of \$9,100.00 for the term of this amendment. The Parties mutually agree no invoices will be submitted for the period of May 1, 2024 through August 31, 2024 and JDBGR will commence billing NMTA effective September 1, 2024.

Furthermore, the Parties mutually agree to extend the term of this Agreement. This agreement shall become effective May 1, 2024 and shall terminate on March 30, 2025, unless terminated sooner, pursuant to Article Five (5) of the Professional Services Agreement dated August 15, 2014. All other provisions in the August 15, 2014 Professional Services Agreement remain in effect.

NEW MEXICO TRANSIT ASSOCIATION

J.D. BULLINGTON GOVERNMENT
RELATIONS, LLC

Elizabeth Carter, President

J.D. Bullington

Date signed

Date signed

NEW MEXICO TRANSIT ASSOCIATION PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (Agreement) is made and entered into this 18th day of July, 2024 ("Effective Date"), by and between the New Mexico Transit Association (the "NMTA" or "Association") and Griffin and Associates Marketing, Inc. D/B/A Sunny505, (the "Contractor").

1. SCOPE OF SERVICES

The Contractor shall provide the following services for the Association:

A. **Legislative One Sheet.** In preparation for the upcoming legislative session, Contractor will put together a series of one sheet's that make the case for public transportation. Included will be stats on New Mexico's public transportation usage as well as case studies on what other states are doing. In addition to being used at the legislature, the one sheets will service a variety of purposes – and will be placed on the Association's website for general information, distributed at meetings, and be given to the media and other elected officials.

B. **Op-Ed Campaign.** Work with Association's Legislative Subcommittee to find public transportation supporters (ideally key business leaders, civic leaders and opinion leaders) that would be willing to place Op-Eds in their local newspaper. Contractor will ghost write the Op-Eds and coach them on how to submit the finished write ups to each newspaper. Those Op-Eds will then be added to the Association's website, put in packages to be sent to lawmakers as well as shared on social media.

C. **Website Layout Improvements.** Contractor will work with the Association's Executive Director to update the Association's website (GoDaddy) layout to further improve the Association's website user experience and to educate the public on transit services provided in New Mexico to include a map showing transit providers by county and by New Mexico House and Senate Districts.

D. **Other Public Relations Activities.** Contractor will write and place news releases to run in print and broadcast media throughout the state. Contractor will write, disseminate and pitch news releases as needed. It is important to keep the releases timely to ensure Contractor is providing the media with something that is newsworthy, but not inundating them. In addition to sending the releases, Contractor will follow up with all mediate and provide detailed reports of results including where and when coverage was received, total impressions and the tone of each story. Contractor may be asked to attend various meetings as needed.

2. STANDARD OF PERFORMANCE: LICENSES

A. The Contractor represents that it possesses the experience and knowledge necessary to perform the services described under this Agreement.

3. COMPENSATION

A. The Association shall pay to the Contractor in full payment for services rendered not to exceed \$8,428.73 inclusive of New Mexico Gross Receipts Tax during contracted term. The Association may, in its sole discretion, elect to increase funding for advertising, promotion or related expenses such as a statewide broadcast PSA campaign.

B. Payment to the Contractor shall be made upon receipt and approval of a detailed statement containing a report of services completed.

C. Contractor is not an employee and is not eligible for fringe benefits, such as but not limited to, annual leave, sick leave, holiday pay, medical insurance, dental insurance, or retirement plan contributions.

4. TERM AND EFFECTIVE DATE

This Agreement shall be effective July 18, 2024 and terminate on March 31, 2025, unless sooner pursuant to Article 5 below.

5. TERMINATION

A. This Agreement may be terminated by the Association upon 30 days written notice to the Contractor with or without cause for the convenience of the Association. Contractor may terminate this agreement by giving 60 days prior written notice of termination to the Association.

(1) The Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the Association original copies of all work product prepared under this Agreement.

(2) The Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

(3) By terminating this Agreement neither party may nullify obligations already incurred for performance or failure to perform.

6. STATUS OF CONTRACTOR

The Contractor is a contract employee performing professional services for the Association. The Contractor shall not accrue leave, retirement, insurance, or any other such benefits as a result of this Agreement.

7. CONFIDENTIALITY AND PRIVACY ACT

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the Association.

8. CONFLICT OF INTEREST

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

9. ASSIGNMENT: SUBCONTRACTING

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the Association. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Association.

10. RELEASE

The Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the Association, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the Association to any obligation not assumed herein by the Association unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

11. INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend the Association from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors to the maximum extent permitted by law.

12. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the Association and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third-party beneficiary of this Agreement.

13. RECORDS AND AUDIT

The Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. The Association shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the Association to recover excessive or illegal payments.

14. APPLICABLE LAW: CHOICE OF LAW: VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the Association. In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

15. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

16. ENTIRE AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

21. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

New Mexico Transit Association:
Incumbent, President
Address available from office
of the Association

Sunny505:
Joan Griffin, Founding Principal
119 Dartmouth Drive SE
Albuquerque, NM 87106

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below:

NEW MEXICO TRANSIT ASSOCIATION:

GRIFFIN AND ASSOCIATES
MARKETING, Inc.:

Elizabeth M. Carter, President

Joan Griffin, Founding Principal

Date signed:

Date signed:

BYLAWS
OF
NEW MEXICO TRANSIT ASSOCIATION
Dated July 1, 2024

ARTICLE 1. PURPOSES

SECTION 1. General Purposes. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under New Mexico Statutes Chapter 53, Article 8 NMSA 1978 (known as the "Nonprofit Corporation Act").

SECTION 2. Specific Purposes. Within the context of the general purposes stated above, this corporation shall be dedicated to serve its members and provide educational opportunities under Section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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ARTICLE II. OFFICES

The principal address of the New Mexico Transit Association (NMTA) in the State of New Mexico is PO Box 15272, Rio Rancho 87174. The Association may have offices, within the State of New Mexico, as the Board of Directors may determine or as the affairs of the Association may require from time to time.

The Association shall have and continuously maintain in the State of New Mexico a registered agent whose address is identical with such registered office, as required by the New Mexico Non-Profit Corporation Act. The registered address may be, but not need be, identical with the principal office in the State of New Mexico, and the address of the registered office may be changed from time to time by the Board of Directors.

ARTICLE III. MEMBERS

SECTION 1. Qualifications. Any person, firm, corporation, Indian tribal, pueblo, municipality or other governmental agency operating or providing, directly or indirectly, transportation services, or allied thereto, may become a member of this corporation. An individual may be eligible for more than one class of membership; however, an individual may be a member of only one class.

SECTION 2. Classes of Members. Members shall be classified as follows:

1. Regular members shall consist of a person(s) representing a public or private organization identified under "Categories of Members" in Section 9. Regular

members in good standing (current on paid dues) shall have the privileges and services of this Association as prescribed from time to time by the Board of Directors and shall be entitled to vote. The publicly funded transit providers may be represented by more than one person but shall be limited to one vote per grantee.

2. Associate members shall consist of people affiliated with those private or public organizations which have designated a representative to NMTA as an Associate Member; "Categories of Members" found in Section 9. Associate members shall not be entitled to vote or hold any office in the organization. Associate members in good standing (current on paid dues) can, however, serve on committees.
3. A parent organization who joins the NMTA as a member does not entitle each subunit membership status. I.e. Area Agency on Aging as a member does not entitle sub grantees membership status.
4. The Board of Directors may create additional classes of membership by specifying the qualifications and rights (other than voting rights) of, and limitations upon, the members of such class.

SECTION 3. Applicants. Any qualified applicant may become a member, without vote of the Board of Directors or the membership, in form prescribed by the Secretary, and upon paying the first year's dues.

SECTION 4. Voting Rights. All members in good standing shall be eligible to vote on matters coming before the association. Each member has one vote, and a majority of votes cast by members present at any regular or special meeting shall be required to determine matters coming before the association, unless further requirements are imposed by these bylaws

SECTION 5. Termination of Membership. The Board of Directors, by affirmative vote of a majority of the members of the Board, may suspend or expel a member for cause after an appropriate hearing, and may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership.

SECTION 6. Resignation. Any member may resign by submitting a letter of resignation to the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.

SECTION 7. Reinstatement. Upon written request signed by a former member and filed with the Secretary, the Board of Directors may, by the affirmative vote of a majority of the members of the Board, reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate.

SECTION 8. **Transfer of Membership.** Membership in this corporation is not transferable or assignable.

SECTION 9. **Categories of Members**

The following are defined as Regular Members:

1. Regional Transit District (RTD)
2. New Mexico Department of Transportation
3. Public Transit
 - a. Rural Transit Programs (5311 Programs)
 - b. Enhanced Mobility for Seniors and Individuals with Disabilities (5310 Programs)
 - c. Tribal Agencies
 - d. Large Urban
 - e. Small Urban
4. State, County, Municipal Agency (non-transit), including Metropolitan Planning Organizations not affiliated with Regional Planning Organizations
5. Professional Consultant, Vendor, or Contractor

The following are defined as an Associate Member:

6. Area Agencies on Aging or similar types of Agencies
7. Educational Institution
8. Non-~~p~~Profit /Individual/Small Business
9. Community Supporter: (Non-Transit)
10. Exhibitor
11. Affiliate

ARTICLE IV. MEMBERSHIP MEETINGS

SECTION 1. **Annual Meeting.** An annual meeting shall be held at the same time as the

annual New Mexico Transit Association Conference, at a time determined by the Board of Directors, for the purpose of electing Directors and for the transaction of such other business as decided by the board. If the election of Directors shall not be held on the day designated, the Board of Directors shall cause the election to be held at a special meeting of the members as soon thereafter as convenient.

SECTION 2. **Special Meetings.** The President, the Board of Directors, or not less than one-tenth of the members having voting rights may call special meetings.

SECTION 3. **Place of Meeting.** The annual meeting shall be held in the same city or general location as the annual transportation conference with the exact location determined by the Board of Directors. The Board of Directors may designate any place in the State of New Mexico, as the place of meeting for any special meeting called by the Board of Directors. If no designation is made or if a special meeting be otherwise called, the place of meeting shall be the registered office of the corporation in the State of New Mexico; but if all of the members shall meet at any time and place, either within or without the State of New Mexico, and consent to the holding of a meeting, such meeting shall be valid without call or notice, and at such meeting any corporate action may be taken.

SECTION 4. **Notice of Meeting.** Written notice stating the place, day, and hour of any meeting of members shall be delivered, either personally, by fax, U.S. mail, or E-mail, to each member entitled to vote at such meeting, not less than ten nor more than fifty days before the date of such meeting, by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting. In case of a special meeting or when required by statute or by these by-laws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of the meeting shall be deemed delivered when deposited in the United States and addressed to the member at his address as it appears on the records of the corporation, with postage thereon prepaid.

SECTION 5. **Informal Action by Members.** Any action required by law or deemed necessary to be taken at a meeting, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the matter thereof.

SECTION 6. **Quorum.** The members holding one-tenth of the votes which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting without further notice.

SECTION 7. **Manner of Acting.** A majority of the votes present at a meeting at which a quorum is reached shall be necessary for the adoption thereof unless a greater proportion is required by law or by these by-laws.

SECTION 8. **Voting by Mail/Email.** Where Directors or officers are to be elected by members or any class or classes of members, such election may be conducted by mail/Email in such manner, as the Board of Directors shall determine.

ARTICLE IV. BOARD OF DIRECTORS

SECTION 1. **General Powers.** The affairs of the corporation shall be managed by its Board of Directors, and they need not be residents of the State of New Mexico but must be members of the corporation.

SECTION 2. **Number, Tenure and Qualifications.** The Board of Directors shall be comprised of no more than (11) eleven voting members. Directors must be members in good standing of the Association and conduct Business within the State of New Mexico.

(a). Three directors shall be representatives of federally classified transit programs; one representing a Section 5311 (rural) program, one representing a Section 5310 (elderly & disabled) program, one representing a Section 5307 (urban) program, one representing regional transit districts, one representing professional members, one representing a Tribal Transit Program, one representing business member, the remaining four directors shall be at-large members. Below are the NMTA Board Position Category definitions:

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1. **5310 Board Position:** Open to any employee of a 5310 Federally Classified Agency

2. **5311 Board Position:** Open to any employee of a 5311 Federally Classified Agency

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3. **5307 Board Position:** Open to any employee of a 5307 Federally Classified Agency

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4. **Regional Transit District Position:** Open to any employee of a recognized Regional Transit District or RTD

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5. **Professional Member Position:** Open to any Employee of a Business that connects people to, offers alternative, and/or Creates positive awareness to Public Transportation not limited to Vendors of or on behalf of Public Transportation.

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6. **Tribal Transit Board Position:** Open to any TTP (Tribal Transit Program) subgrantee employee or volunteer that belongs to any Federally Recognized Tribe who operates a fixed or demand response transit agency.

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7. **Business Member:** Open to any employee of a For-Profit, Nonprofit Business that provides Parts, Sales, or Service to Transportation Providers.

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8. At Large Board Member: Open to any employee or volunteer of any category listed as an Official Board position.

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(b) No more than one director can be from the same member agency or business.

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Directors are elected for three-year consecutive terms expiring three years after the date they were first elected. In addition to the twelve official directors, a representative from the New Mexico Department of Transportation is reserved an ex officio position on the board, this representative does not have any voting powers or rights therein.

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SECTION 3. Regular Meetings. A regular annual meeting of the Board of Directors ~~may shall~~ be held without ~~such other~~ notice ~~as than the~~ by-laws ~~prescribe~~, at the same place as the annual meeting of members. The Board of Directors may, by mutual agreement set, the time and place, either within or without the State of New Mexico, for the holding of additional regular meetings of the Board without other notice. Board members are encouraged to attend meetings in person. If unable to attend in person, they may attend telephonically. It is the Board member's responsibility to notify the President or the Executive Director, of their absence from a scheduled meeting. Board member attendance problems will be governed by NMTA Board Policy.

SECTION 4. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place in the State of New Mexico, as the place for holding any special meetings of the Board called by them.

SECTION 5. Notice. Notice of any special meeting of the Board of Directors shall be given at least two days previously thereto by written notice delivered personally or sent by email, mail, or facsimile transmission to each Director at the address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered two days following being deposited in the United States mail in a sealed envelope so addressed with postage thereon prepaid. If notice is given by facsimile transmission, such notice shall be deemed delivered when transmission is confirmed, either by phone or otherwise. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Neither the business to be transacted at, nor the purpose of, any regular or special meeting(s) of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

SECTION 6. Quorum. A majority of the current board of directors either present or by

telephone or other similar communications equipment shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice.

SECTION 7. **Manner of Acting.** The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

SECTION 8. **Vacancies.** Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase of the number of directors, death, resignation, removal, disqualification, or otherwise may be filled by the affirmative vote of a majority of the remaining directors, though less than a quorum of the Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

SECTION 9. **Compensation.** Directors shall not receive any stated salaries or compensation for their services.

SECTION 10. **Informal Action by Directors.** Any action required by law or deemed necessary to be taken at a meeting of directors, may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the Directors.

SECTION 11. **Telephonic Meetings.** Directors may participate in a meeting through use of a conference telephone or similar communications equipment, so long as all Directors participating in such meetings can hear one another. Participation in a meeting pursuant to this paragraph constitutes presence in person at such meeting. As in all meetings of the Board, detailed minutes must be transcribed and delivered to Board members for review before the next scheduled Board meeting.

ARTICLE VI. OFFICERS

SECTION 1. **Officers.** The officers of the corporation shall be a President, one Vice President who would be next in line for the position of President (if the position is vacant), a Secretary, a Treasurer and such other officers as may be elected in accordance with the provisions of this Article. The Board of Directors may elect or appoint such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors.

SECTION 2. **Election and Term of Office.** The officers of the corporation shall be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently possible. New offices may be created and

filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected.

SECTION 3. **Removal.** Any officer elected or appointed by the Board of Directors may be removed by a 2/3 majority vote of the Board of Directors whenever in its judgment the best interest of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

SECTION 4. **Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

SECTION 5. **President.** The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. He/she shall preside at all meetings of the members and of the Board of Directors. He/she may sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these by-laws or by statute to some other officer or agent of the corporation; and in general he/she shall perform all duties as may be prescribed by the Board of Directors from time to time.

SECTION 6. **Vice President.** In the absence of the President or in event of their inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors who would be next in line for the position of President (if the position is vacant)

SECTION 7. **Treasurer.** If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine. He/she shall have charge and be responsible for all funds and securities of the corporation. He/she shall approve the monthly and annual financial statements, he/she shall review the annual rodeo and conference budget. He/she shall in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

SECTION 8. **Secretary.** The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these by-laws; keep a register of the post-office

address of each member which shall be furnished to the Secretary by such member; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

SECTION 9. Assistant Treasurers and Assistant Secretaries. If required by the Board of Directors, the Assistant Treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall determine. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the President or the Board of Directors.

SECTION 10. Ex-Officio. The New Mexico Department of Transportation (NMDOT) assigned representative shall become an ex-officio member of the Board of Directors and may attend meetings as such. The ex-officio member will not have procedural or voting rights on the board deliberations. The Ex-Officio does not participate in closed session meetings unless he/she is requested to participate by the Board of Directors.

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ARTICLE VII. COMMITTEES

SECTION 1. Committees of Directors. For the purpose of defining a "committee", any and all committee (s) shall act only in an advisory capacity to the Board of Directors. The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist of two or more Directors, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the corporation, except that no such committee shall have the authority of the Board of Directors in reference to amending, altering, or repealing the by-laws; electing, appointing, or removing any member of any such committee or any Director or officer of the corporation; amending the articles of Director or officer of the corporation; amending the articles of incorporation; restating articles of incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the Corporation or revoking proceedings there for; adopting a plan for the distribution of the assets of the corporation; or amending, altering, or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered, or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it or him by law.

SECTION 2. Other Committees. Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be appointed in such manner as may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise in such resolution, members of each such committee shall be members of the

corporation, and the President of the corporation shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

SECTION 3. **Term of Office.** Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member cease to qualify as a member thereof.

SECTION 4. **Chairmen.** The person or persons authorized to appoint the committee members thereof shall appoint one member of each committee as the chair.

SECTION 5. **Vacancies.** Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

SECTION 6. **Quorum.** Unless otherwise provided in the resolution of the Board of Directors designated a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

SECTION 7. **Rules.** Each committee may adopt rules for its own government not inconsistent with these by-laws or with rules adopted by the Board of Directors.

ARTICLE VIII. CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

SECTION 1. **Contracts.** The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

SECTION 2. **Checks and Drafts.** All checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an assistant Treasurer or by the President in the absence of the Treasurer or by the Vice President of the corporation in the absence of the Treasurer and President.

Section 3. **NMTA Executive Director.** The NMTA Executive Director is authorized to receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies, or other depositories as approved by the Board. The NMTA Executive Director, shall be able to utilize the NMTA debit card for daily routine business expenses in an amount not to exceed \$750, however this amount maybe be exceeded, if necessary, with the emailed or written permission from the Treasurer and in the absence of the Treasurer the President.

SECTION 4. **Deposits.** All funds of the corporation shall be deposited by the Executive Director or the Treasurer from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 5. **Gifts.** The Board of Directors may accept, on behalf of the corporation, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the corporation.

ARTICLE ~~IX~~^{XVIII}. BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any of the authority of the Board of Directors. ~~The corporation and~~ shall keep at its registered or principal office ~~in New Mexico~~ and in a virtual site available by permission of the ~~B~~oard of ~~D~~irectors a record giving the names and addresses of the members entitled to vote. Any member, or his agent or attorney may inspect all books and records of the corporation, for any proper purpose at any reasonable time.

ARTICLE ~~IX~~. THE FISCAL YEAR

The fiscal year of the corporation shall begin on the first day of July and end on the last day of June of the following year.

ARTICLE ~~XI~~. DUES

SECTION 1. **Annual Dues.** The Board of Directors may determine from time to time the amount of the membership fees, if any, and annual dues payable to the corporation by members of each class through the adoption of a Board Resolution setting such annual dues.

SECTION 2. **Payment of Dues.** Annual dues shall be payable before the first day of July in each fiscal year. Dues may be pro-rated for partial year memberships.

SECTION 3. **Default and Termination of Membership.** When any member of any class shall be in default in the payment of dues for a period of twelve (12) months from the beginning of the fiscal year or period for which such dues became payable, the

membership may thereupon be terminated by the Board of Directors in the manner provide in Article III of these by-laws.

ARTICLE XI. WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the New Mexico Non-~~p~~-Profit Corporation Act or under the provisions of the articles of incorporation or the by-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XII. AMENDMENTS TO BY-LAWS

These by-laws ~~whether by amendment, repeal or new adoption shall be executed by two authorized officers of the corporation upon may be altered, amended, or repealed and new by-laws may be~~ adopted by a majority of the Directors present at any regular meeting or any special meeting, if at least two days' written notice is given of intention to alter, amend, repeal, or to adopt new by-laws at such meeting.

Bylaws executed by:

Elizabeth Carter, President

Date

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James Barela, Vice President

Date

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NMTA Definitions of Board Position Categories

~~5310 Board Position: Open to any employee of a 5310 Federally Classified Agency~~

~~5311 Board Position: Open to any employee of a 5311 Federally Classified Agency~~

~~5307 Board Position: Open to any employee of a 5307 Federally Classified Agency~~

~~Regional Transit District Position: Open to any employee of a recognized Regional Transit District or RTD~~

~~Professional Member Position: Open to any Employee of a Business that connects people to, offers alternative, and/or Creates positive awareness to Public Transportation not limited to Vendors of or on behalf of Public Transportation.~~

~~Tribal Transit Board Position: Open to any TTP (Tribal Transit Program) subgrantee~~

~~employee or volunteer that belongs to any Federally Recognized Tribe who operates a fixed or demand response transit agency.~~

~~**Business Member:** Open to any employee of a For Profit, Non-Profit, Business that provides Parts, Sales, or Service to Transportation Providers.~~

~~**At Large Board Member:** Open to any employee or volunteer of any category listed as an Official Board position.~~

BYLAWS
OF
NEW MEXICO TRANSIT ASSOCIATION
Dated July 1, 2024

ARTICLE I. PURPOSES

SECTION 1. **General Purposes.** This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under New Mexico Statutes Chapter 53, Article 8 NMSA 1978 (Nonprofit Corporation Act).

SECTION 2. **Specific Purposes.** Within the context of the general purposes stated above, this corporation shall be dedicated to serve its members and provide educational opportunities under Section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE II. OFFICES

The principal address of the New Mexico Transit Association (NMTA) in the State of New Mexico is PO Box 15272, Rio Rancho 87174. The Association may have offices, within the State of New Mexico, as the Board of Directors may determine or as the affairs of the Association may require from time to time.

The Association shall have and continuously maintain in the State of New Mexico a registered agent whose address is identical with such registered office, as required by the New Mexico Nonprofit Corporation Act. The registered address may be, but not need be, identical with the principal office in the State of New Mexico, and the address of the registered office may be changed from time to time by the Board of Directors.

ARTICLE III. MEMBERS

SECTION 1. **Qualifications.** Any person, firm, corporation, Indian tribal, pueblo, municipality or other governmental agency operating or providing, directly or indirectly, transportation services, or allied thereto, may become a member of this corporation. An individual may be eligible for more than one class of membership; however, an individual may be a member of only one class.

SECTION 2. **Classes of Members.** Members shall be classified as follows:

1. Regular members shall consist of a person(s) representing a public or private organization identified under "Categories of Members" in Section 9. Regular members in good standing (current on paid dues) shall have the privileges and

services of this Association as prescribed from time to time by the Board of Directors and shall be entitled to vote. The publicly funded transit providers may be represented by more than one person but shall be limited to one vote per grantee.

2. Associate members shall consist of people affiliated with those private or public organizations which have designated a representative to NMTA as an Associate Member; "Categories of Members" found in Section 9. Associate members shall not be entitled to vote or hold any office in the organization. Associate members in good standing (current on paid dues) can, however, serve on committees.
3. A parent organization who joins the NMTA as a member does not entitle each subunit membership status. I.e. Area Agency on Aging as a member does not entitle sub grantees membership status.
4. The Board of Directors may create additional classes of membership by specifying the qualifications and rights (other than voting rights) of, and limitations upon, the members of such class.

SECTION 3. Applicants. Any qualified applicant may become a member, without vote of the Board of Directors or the membership, in form prescribed by the Secretary, and upon paying the first year's dues.

SECTION 4. Voting Rights. All members in good standing shall be eligible to vote on matters coming before the association. Each member has one vote, and a majority of votes cast by members present at any regular or special meeting shall be required to determine matters coming before the association, unless further requirements are imposed by these bylaws

SECTION 5. Termination of Membership. The Board of Directors, by affirmative vote of a majority of the members of the Board, may suspend or expel a member for cause after an appropriate hearing, and may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership.

SECTION 6. Resignation. Any member may resign by submitting a letter of resignation to the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.

SECTION 7. Reinstatement. Upon written request signed by a former member and filed with the Secretary, the Board of Directors may, by the affirmative vote of a majority of the members of the Board, reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate.

SECTION 8. Transfer of Membership. Membership in this corporation is not

transferable or assignable.

SECTION 9. **Categories of Members**

The following are defined as Regular Members:

1. Regional Transit District (RTD)
2. New Mexico Department of Transportation
3. Public Transit
 - a. Rural Transit Programs (5311 Programs)
 - b. Enhanced Mobility for Seniors and Individuals with Disabilities (5310 Programs)
 - c. Tribal Agencies
 - d. Large Urban
 - e. Small Urban
4. State, County, Municipal Agency (non-transit), including Metropolitan Planning Organizations not affiliated with Regional Planning Organizations
5. Professional Consultant, Vendor, or Contractor

The following are defined as an Associate Member:

6. Area Agencies on Aging or similar types of Agencies
7. Educational Institution
8. Nonprofit /Individual/Small Business
9. Community Supporter: (Non-Transit)
10. Exhibitor
11. Affiliate

ARTICLE IV. MEMBERSHIP MEETINGS

SECTION 1. **Annual Meeting.** An annual meeting shall be held at the same time as the annual New Mexico Transit Association Conference, at a time determined by the Board of Directors, for the purpose of electing Directors and for the transaction of such other

business as decided by the board. If the election of Directors shall not be held on the day designated, the Board of Directors shall cause the election to be held at a special meeting of the members as soon thereafter as convenient.

SECTION 2. Special Meetings. The President, the Board of Directors, or not less than one-tenth of the members having voting rights may call special meetings.

SECTION 3. Place of Meeting. The annual meeting shall be held in the same city or general location as the annual transportation conference with the exact location determined by the Board of Directors. The Board of Directors may designate any place in the State of New Mexico, as the place of meeting for any special meeting called by the Board of Directors. If no designation is made or if a special meeting be otherwise called, the place of meeting shall be the registered office of the corporation in the State of New Mexico; but if all of the members shall meet at any time and place, either within or without the State of New Mexico, and consent to the holding of a meeting, such meeting shall be valid without call or notice, and at such meeting any corporate action may be taken.

SECTION 4. Notice of Meeting. Written notice stating the place, day, and hour of any meeting of members shall be delivered, either personally, by fax, U.S. mail, or E-mail, to each member entitled to vote at such meeting, not less than ten nor more than fifty days before the date of such meeting, by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting. In case of a special meeting or when required by statute or by these bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of the meeting shall be deemed delivered when deposited in the United States and addressed to the member at his address as it appears on the records of the corporation, with postage thereon prepaid.

SECTION 5. Informal Action by Members. Any action required by law or deemed necessary to be taken at a meeting, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the matter thereof.

SECTION 6. Quorum. The members holding one-tenth of the votes which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting without further notice.

SECTION 7. Manner of Acting. A majority of the votes present at a meeting at which a quorum is reached shall be necessary for the adoption thereof unless a greater proportion is required by law or by these by-laws.

SECTION 8. Voting by Mail/Email. Where Directors or officers are to be elected by

members or any class or classes of members, such election may be conducted by mail/**Email** in such manner, as the Board of Directors shall determine.

ARTICLE V. BOARD OF DIRECTORS

SECTION 1. General Powers. The affairs of the corporation shall be managed by its Board of Directors, and they need not be residents of the State of New Mexico but must be members of the corporation.

SECTION 2. Number, Tenure and Qualifications. The Board of Directors shall be comprised of no more than (11) eleven voting members. Directors must be members in good standing of the Association and conduct Business within the State of New Mexico.

(a) Three directors shall be representatives of federally classified transit programs; one representing a Section 5311 (rural) program, one representing a Section 5310 (elderly & disabled) program, one representing a Section 5307 (urban) program, one representing regional transit districts, one representing professional members, one representing a Tribal Transit Program, one representing business member, the remaining four directors shall be at-large members. Below are the NMTA Board Position Category definitions:

1. **5310 Board Position:** Open to any employee of a 5310 Federally Classified Agency
2. **5311 Board Position:** Open to any employee of a 5311 Federally Classified Agency
3. **5307 Board Position:** Open to any employee of a 5307 Federally Classified Agency
4. **Regional Transit District Position:** Open to any employee of a recognized Regional Transit District or RTD
5. **Professional Member Position:** Open to any Employee of a Business that connects people to, offers alternative, and/or creates positive awareness to Public Transportation not limited to Vendors of or on behalf of Public Transportation.
6. **Tribal Transit Board Position:** Open to any TTP (Tribal Transit Program) subgrantee employee or volunteer that belongs to any Federally Recognized Tribe who operates a fixed or demand response transit agency.
7. **Business Member:** Open to any employee of a For-Profit, Nonprofit, Business that provides Parts, Sales, or Service to Transportation Providers.

8. **At Large Board Member:** Open to any employee or volunteer of any category listed as an Official Board position.

- (b) No more than one director can be from the same member agency or business. Directors are elected for three-year consecutive terms expiring three years after the date they were first elected. In addition to the twelve official directors, a representative from the New Mexico Department of Transportation is reserved an ex officio position on the board, this representative does not have any voting powers or rights therein.

SECTION 3. Regular Meetings. A regular annual meeting of the Board of Directors may be held without such notice as the bylaws prescribe, at the same place as the annual meeting of members. The Board of Directors may, by mutual agreement set, the time and place, either within or without the State of New Mexico, for the holding of additional regular meetings of the Board without other notice. Board members are encouraged to attend meetings in person. If unable to attend in person, they may attend telephonically. It is the Board member's responsibility to notify the President or the Executive Director, of their absence from a scheduled meeting. Board member attendance problems will be governed by NMTA Board Policy.

SECTION 4. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place in the State of New Mexico, as the place for holding any special meetings of the Board called by them.

SECTION 5. Notice. Notice of any special meeting of the Board of Directors shall be given at least two days previously thereto by written notice delivered personally or sent by email, mail, or facsimile transmission to each Director at the address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered two days following being deposited in the United States mail in a sealed envelope so addressed with postage thereon prepaid. If notice is given by facsimile transmission, such notice shall be deemed delivered when transmission is confirmed, either by phone or otherwise. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Neither the business to be transacted at, nor the purpose of, any regular or special meeting(s) of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

SECTION 6. Quorum. A majority of the current board of directors either present or by telephone or other similar communications equipment shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting without further notice.

SECTION 7. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these bylaws.

SECTION 8. Vacancies. Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase of the number of directors, death, resignation, removal, disqualification, or otherwise may be filled by the affirmative vote of a majority of the remaining directors, though less than a quorum of the Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

SECTION 9. Compensation. Directors shall not receive any stated salaries or compensation for their services.'

SECTION 10. Informal Action by Directors. Any action required by law or deemed necessary to be taken at a meeting of directors, may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the Directors.

SECTION 11. Telephonic Meetings. Directors may participate in a meeting through use of a conference telephone or similar communications equipment, so long as all Directors participating in such meetings can hear one another. Participation in a meeting pursuant to this paragraph constitutes presence in person at such meeting. As in all meetings of the Board, detailed minutes must be transcribed and delivered to Board members for review before the next scheduled Board meeting.

ARTICLE VI. OFFICERS

SECTION 1. Officers. The officers of the corporation shall be a President, one Vice President who would be next in line for the position of President (if the position is vacant), a Secretary, a Treasurer and such other officers as may be elected in accordance with the provisions of this Article. The Board of Directors may elect or appoint such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors.

SECTION 2. Election and Term of Office. The officers of the corporation shall be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently possible. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected.

SECTION 3. Removal. Any officer elected or appointed by the Board of Directors may be removed by a 2/3 majority vote of the Board of Directors whenever in its judgment

the best interest of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

SECTION 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

SECTION 5. President. The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. He/she shall preside at all meetings of the members and of the Board of Directors. He/she may sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws or by statute to some other officer or agent of the corporation; and in general he/she shall perform all duties as may be prescribed by the Board of Directors from time to time.

SECTION 6. Vice President. In the absence of the President or in event of their inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors who would be next in line for the position of President (if the position is vacant)

SECTION 7. Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine. He/she shall have charge and be responsible for all funds and securities of the corporation. He/she shall approve the monthly and annual financial statements, he/she shall review the annual rodeo and conference budget. He/she shall in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

SECTION 8. Secretary. The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these bylaws; keep a register of the post-office address of each member which shall be furnished to the Secretary by such member; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

SECTION 9. Assistant Treasurers and Assistant Secretaries. If required by the Board of Directors, the Assistant Treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall determine. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the President or the Board of Directors.

SECTION 10. Ex-Officio. The New Mexico Department of Transportation (NMDOT) assigned representative shall become an ex-officio member of the Board of Directors and may attend meetings as such. The ex-officio member will not have procedural or voting rights on the board deliberations. The Ex-Officio does not participate in closed session meetings unless he/she is requested to participate by the Board of Directors.

ARTICLE VII. COMMITTEES

SECTION 1. Committees of Directors. For the purpose of defining a “committee”, any and all committee (s) shall act only in an advisory capacity to the Board of Directors. The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist of two or more Directors, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the corporation, except that no such committee shall have the authority of the Board of Directors in reference to amending, altering, or repealing the bylaws; electing, appointing, or removing any member of any such committee or any Director or officer of the corporation; amending the articles of Director or officer of the corporation; amending the articles of incorporation; restating articles of incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the Corporation or revoking proceedings there for; adopting a plan for the distribution of the assets of the corporation; or amending, altering, or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered, or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it or him by law.

SECTION 2. Other Committees. Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be appointed in such manner as may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise in such resolution, members of each such committee shall be members of the corporation, and the President of the corporation shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

SECTION 3. **Term of Office.** Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member cease to qualify as a member thereof.

SECTION 4. **Chairmen.** The person or persons authorized to appoint the committee members thereof shall appoint one member of each committee as the chair.

SECTION 5. **Vacancies.** Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

SECTION 6. **Quorum.** Unless otherwise provided in the resolution of the Board of Directors designated a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

SECTION 7. **Rules.** Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Board of Directors.

ARTICLE VIII. CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

SECTION 1. **Contracts.** The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

SECTION 2. **Checks and Drafts.** All checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an assistant Treasurer or by the President in the absence of the Treasurer or by the Vice President of the corporation in the absence of the Treasurer and President.

Section 3. **NMTA Executive Director.** The NMTA Executive Director is authorized to receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies, or other depositories as approved by the Board. The NMTA Executive Director, shall be able to utilize the NMTA debit card for daily routine business expenses in an amount not to exceed \$750, however this amount maybe be exceeded,

if necessary, with the emailed or written permission from the Treasurer and in the absence of the Treasurer the President.

SECTION 4. Deposits. All funds of the corporation shall be deposited by the Executive Director or the Treasurer from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 5. Gifts. The Board of Directors may accept, on behalf of the corporation, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the corporation.

ARTICLE IX. BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any of the authority of the Board of Directors. The corporation shall keep at its registered or principal office in New Mexico and in a virtual site available by permission of the Board of Directors a record giving the names and addresses of the members entitled to vote. Any member, or his agent or attorney may inspect all books and records of the corporation, for any proper purpose at any reasonable time.

ARTICLE X. THE FISCAL YEAR

The fiscal year of the corporation shall begin on the first day of July and end on the last day of June of the following year.

ARTICLE XI. DUES

SECTION 1. Annual Dues. The Board of Directors may determine from time to time the amount of the membership fees, if any, and annual dues payable to the corporation by members of each class through the adoption of a Board Resolution setting such annual dues.

SECTION 2. Payment of Dues. Annual dues shall be payable before the first day of July in each fiscal year. Dues may be pro-rated for partial year memberships.

SECTION 3. Default and Termination of Membership. When any member of any class shall be in default in the payment of dues for a period of twelve (12) months from the beginning of the fiscal year or period for which such dues became payable, the membership may thereupon be terminated by the Board of Directors in the manner provide in Article III of these bylaws.

ARTICLE XII. WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the New Mexico Nonprofit Corporation Act or under the provisions of the articles of incorporation or the

bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XIII. AMENDMENTS TO BYLAWS

These bylaws whether by amendment, repeal or new adoption shall be executed by two authorized officers of the corporation upon adoption by a majority of the Directors present at any regular meeting or any special meeting, if at least two days' written notice is given of intention to alter, amend, repeal, or to adopt new bylaws at such meeting.

Bylaws executed by:

Elizabeth Carter, President

Date

James Barela, Vice President

Date

FY 2025 Training Suggestions

Training Suggestions	Trainer	Requested by	Notes	Conference/Training
Braun Wheelchair Lift Maintenance/repair training with an emphasis on diagnostics - NCRTD will host at their Espanola facility	Braun	David Funck (NCRTD)		Quarterly
Train the Trainer and Defensive Driving with Hazardous Weather Driving Conditions (including how to prepare and handle driving in snow/ice, extreme heat, cold and high wind - Signs of Hazardous Weather that Drivers Can Look for, ie: Tornadoes		Eva Lawrence (Golden Spread)		
Toolbox for Transit Operator Fatigue – (NTI)	NTI	(On list from FY 2024 - added by NMTA Board)		
Leadership Development	Patrick Ibarra, Mejorando Group			
Governement Succession Planning	Patrick Ibarra, Mejorando Group			
Self Defense if De-escalation doesn't work	Department of Health? (Todd Naktewa has contact)	(On list from FY 2024 - added by NMTA Board)	Ask Todd for more detail about training	
Supervisor training		Sara Vasquez (SCRTD)		
Dispatch training		Sara Vasquez (SCRTD)		
Community Outreach to Enhance the Customers Experience		Jayde Kolb (NCRTD)		
Outreach for Microtransit Implementation		Jayde Kolb (NCRTD)		
Creating a Successful Promotional Event		Jayde Kolb (NCRTD)		
Creating a Community Outreach Plan for Public Transportation		Jayde Kolb (NCRTD)		
Discussion on Key Metrics for Outreach Programs		Jayde Kolb (NCRTD)		
Increasing Positive Sentiment Through Community Outreach		Jayde Kolb (NCRTD)		
Emotional decision making in transit (and how to manage it)		Jayde Kolb (NCRTD)		
Increasing brand visibility in community		Jayde Kolb (NCRTD)		
Establishing authority in the communities you serve		Jayde Kolb (NCRTD)		
Managing your energy for productivity and avoiding burnout	Jayde Kolb (NCRTD)	Jayde Kolb (NCRTD)	Jayde has been a certified personal trainer and nutritionist for many years and is always continuing to learn. In April she said she is starting a wellness class at the RTD over the next few months and training the	
Wellness in transit - How self-care is crucial for customer	Jayde Kolb (NCRTD)	Jayde Kolb (NCRTD)		
Wellness in transit - Tips for operators to maintain healthy habits in their role	Jayde Kolb (NCRTD)	Jayde Kolb (NCRTD)	Nutrition and exercises that can be done while at stops	Conference
Inclusion	Piers Kowalski	Delilah Garcia (NMDOT)		
Ann Norton	Ask Ann for topic suggestions as keynote and breakout session	Referred by Ed		
Train the Trainer for Wellness	Jayde Kolb (NCRTD)?		(Possibly record this for agencies to use)	
Low/Zero Emission Buses				Conference

NMTA Board of Directors Meeting for FY 2025**Board Meetings are held on the 3rd Thursday every other month, unless canceled or rescheduled**

<u>Date</u>	<u>Location</u>	<u>Main Focus for Meeting</u>
July 18, 2024	Rio Metro Regional Transit District Valencia Division 3437 Lambros Loop SE Los Lunas, NM 87031	Fiscal Year Training Calendar: Update Board with NMDOT Suggested Topics, Managers Conference Venue/Dates and Topic selection
September 19, 2024	Atomic City Transit 101 Camino Entrada Bldg 1 Los Alamos, NM 87544	Approve Quarterly Training Calendar, approve/update CPA for Audit, approve Legislative Agenda
November 21, 2024		Annual Audit Presentation, Legislative Agenda and Conference Update, board election/nomination update
December 19, 2024		Legislative Update, Conference Update and Road-eo needs
January 16, 2025		Legislative Update/Conference Update
February 20, 2025		Legislative Update
TBD		Business Meeting at Conference (Approval of Proposed NMDOT/NMTA Budgets)
May 15, 2025		Melissa's Annual Review



NMTA Goals

- ⇒ Create an active and vital state transportation association in New Mexico
- ⇒ Provide Effective Training for Our Members
- ⇒ Provide an Effective Education Program for Internal and External Uses
- ⇒ Advocate for Statewide Support and Development of Public Transportation in New Mexico



2024 NM Transit
Indoor Bus Roadeo,
Conference and Expo





P.O. Box 15272
Rio Rancho, NM 87174

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BOARD OF DIRECTORS

PRESIDENT
ELIZABETH CARTER

VICE PRESIDENT
JAMES BARELA

TREASURER
ED POWERS

SECRETARY
REBECCA HICKS

DIRECTORS
LESLIE BACA
MIKE BARTHOLOMEW
THOMAS MARKING
ANTHONY MORTILLARO
TODD NAKTEWA
BRENT ROY

EX-OFFICIO
KEVIN OLINGER

July 10, 2024

Allyne Clarke, Marketing Manager
Rio Metro Regional Transit District
809 Copper Avenue NW
Albuquerque, NM 87102

RE: Latinos In Transit (LIT) 2025 Leadership Summit Sponsorship (Spanish Heritage Month)

Dear Ms. Clarke:

On behalf of NM Transit Association (NMTA), I am writing to commit to offering the following in-kind services to support Rio Metro Regional Transit District in the effort to host the Latinos In Transit (LIT) Leadership Summit in September 2025.

The services to be offered are but not limited to:

- Pre-Leadership Summit Coordination (Value of \$1,000.00)
 - Advertising LIT Leadership Summit on NMTA website and with NMTA Membership
 - Assist with Leadership Summit Venue selection (Value of \$1,500.00)
 - Working with LIT Executive Director on any local needs to ensure the LIT Leadership Summit is successful – such as extending invitations to New Mexico dignitaries, requesting conference bag promotional items from New Mexico transit agencies, get conference bags ready for attendees, etc.
- Leadership Summit Event Assistance
 - Set-up/Tear down assistance
 - Registration assistance
 - Stuff Conference Bags with promo items received
- Provide 400 Conference Bags to be used during the 2025 LIT Leadership Summit (if approved by NMTA Board and LIT) (Value of \$2,000.00)

Respectfully,

Melissa Drake
Executive Director
mdrake@nm-ta.com
O: (505) 796-8377
C: (505) 350-4604