

**Travel Information Council
Finance Committee
Telephonic Meeting
Wednesday, December 23, 2015**

Members Participating:

Mike Drennan, Chair; Gwenn Baldwin; Mike Marsh

Members Excused:

Dave Lohman

OTE Staff Participating:

Nancy DeSouza, Executive Director; Tim Pickett, Operations Director

The telephonic meeting was called to order at 2:04 p.m.

Roll Call: Drennan, Marsh and Baldwin were present by phone. Staff were in the OTE office.

Minutes of December 2, 2015: Approved unanimously with the correction of a typographical error on page 2, paragraph 4, correcting “eliminate” to “eliminated.”

Review of November 2015 Financials: Pickett reviewed the November Financials. He explained that accounts are stable, and there are few items of note. Revenues on signs are slightly ahead of budget. Rest area expenses are largely as anticipated. The Council-approved budget for the remainder of the biennium is being implemented for 2016. Drennan reviewed the cash position and the anticipated payment from ODOT for 2016 rest area operations. The current ratio will drop in early 2016 with the influx of the deferred revenue for the 12-month period. The November statement shows the continuing resolution budget, and December financials will show the adopted biennial budget. Accounts receivable had only 10 past due accounts and, as of today, only \$20 is past 60 days. The committee commended the staff for their excellence in keeping accounts current.

Profit and Loss Report: Pickett explained that the 2014 transfer of the Suncrest and Deadman Pass rest areas didn't occur until March of 2014, which delayed transfer of \$1.59 million in funds from ODOT. This makes year-to-year comparisons different. Even though the total fund transfer amount was the same, payments were spread over a 10-month period in 2014, instead of a 12-month period in 2015. Drennan pointed out a budget error regarding office rental costs that has been corrected.

Drennan congratulated the agency on cost controls for administration. Marsh commented on sign repair and maintenance costs. Pickett explained the prioritizing of projects and that OTE is in the first year of recognizing repair and maintenance costs for non-capital signage. This account will be closely tracked.

Drennan said that account reconciliations of cash and asset accounts would continue when the new Accounting Manager position was filled. DeSouza updated the committee on the status of recruitment, and will interview a potential direct-appoint candidate tomorrow. If this individual is not available, the agency will seek other candidates or open a competitive recruitment through DAS. OTE has an interagency agreement in the works for HR support at hourly rates from DAS until the HR position is clarified and filled. DeSouza reported on the hiring of the new office assistant, Jessica Carbone, who will start work on January 4, 2016. Drennan supports keeping essential HR functions in-house at OTE, particularly because of our semi-independent agency status.

DeSouza agreed, and is evaluating the level of position needed for the agency's HR function. Marsh commented on ensuring cost-effective staffing decisions.

Other Business:

- **Kiosks:** Drennan commented on the report from Pickett on revenues from the information centers. Overall, there will be an expected net income. French Prairie northbound income is lower than the southbound, primarily because of the pre-payment by Clackamas County for the electronic kiosk that facilitated the renovation of the center. Baldwin discussed Midland's long-term viability, and options for Government Camp and an electronic kiosk proposal from Clackamas County tourism. DeSouza explained that discussions would continue after the first of the year. Baldwin asked the Rest Area Committee to discuss maximizing potential revenues from the assets we have, including Government Camp. Pickett explained that TIC inherited existing kiosks from ODOT, and will continue to evaluate their viability and any possible expansions.
- **Recognition of Accountant:** Drennan noted the large amount of overtime by OTE Accountant Michelle Roth, and his appreciation of her dedication to the work. The committee values Roth's contributions, and that of the accounting tech staff. Baldwin wants to ensure that workloads are consistently managed and recognized. DeSouza was directed to develop a letter or certificate of recognition.
- **Meeting dates:** Drennan discussed committee meeting schedules and reviewing financials. The group agreed that the current schedule is appropriate, with alternate dates only as needed.

Adjournment: Meeting was adjourned at 2:36 p.m.
