

Administration and Finance (A&F) Meeting Minutes

Draft Memorandum for the Record

November 16, 2023, Meeting

9:00 AM–9:40 AM, Zoom Video Conferencing Platform

Brian Kane, Chair, representing the MBTA Advisory Board

Meeting Agenda

1. Introductions

See attendance on page 5.

2. Public Comments

There were none.

3. State Fiscal Year (SFY) 2024 Revenue and Expenses Update:

Quarter One—*Hiral Gandhi and Silva Ayvazyan, MPO Staff*

H. Gandhi stated that staff provide quarterly budget updates to the committee. In June, the committee and the MPO Board approved the SFY 2024 budget of \$7.85 million. H. Gandhi stated that the organization is in good financial standing and has an overhead rate relatively close to what was projected for the year. H. Gandhi stated that the organization filled four full-time positions and three part-time positions and expects to continue to see continued success. H. Gandhi noted that recruitment and onboarding efforts will cause a spike in the overhead rate and that the revenue subsequently is expected to increase. H. Gandhi stated that the Safe Streets and Roads for All grant began work in September and revenue from this funding source will continue to Quarter Two. H. Gandhi stated that there were lower than expected expenses in Quarter One, so some expenses were recognized in full, enabling additional flexibility in future quarters.

S. Ayvazyan stated that SFY Quarter One contains the months of July, August, and September. Quarter One financials can be seen in Table 1. Revenue through Quarter One can be seen in Table 2. Expenses through Quarter One can be seen in Table 3.

Table 1
SFY 2024 Quarter One Financials

SFY 2024	July	August	September	Total
Revenue	\$504,000	\$565,100	\$508,100	\$1,577,200
Expenses	\$511,000	\$562,100	\$501,500	\$1,574,600
Surplus/Deficit	(\$7,000)	\$3,000	\$6,600	\$2,600
Overhead Rate	122.99%	118.67%	114.89%	119.38%

SFY = state fiscal year.

Table 2
SFY 2024 Revenue through Quarter One

Funding Source	Projected Revenue	Actual Revenue	Percent of Actual to Projected Revenue
MPO and MassDOT			
Directed Transit			
Planning Funds	\$1,462,000	\$1,233,850	84%
MassDOT Statewide			
Planning and			
Research	\$130,000	\$105,128	81%
MassDOT Other	\$43,000	\$20,625	48%
MBTA	\$165,000	\$184,999	112%
Other	162,500	\$32,598	20%
Total	\$1,962,500	\$1,577,200	80%

MassDOT = Massachusetts Department of Transportation. MBTA = Massachusetts Bay Transportation Authority.
MPO = Metropolitan Planning Organization. SFY = state fiscal year.

Table 3
SFY 2024 Expenses through Quarter One

Expense Source	Projected Expenses	Actual Expenses	Percent of Actual to Projected Expenses
Administrative			
Expenses	\$913,000	\$848,000	93%
Direct Labor	\$825,000	\$709,000	85%
Direct Cost	\$145,000	\$17,600	12%
Total	\$1,883,000	\$1,574,600	84%

SFY = state fiscal year.

Discussion

B. Kane stated that about a year ago, the finance team was asked to provide regular updates to improve committee education and understanding of the financial standings of the organization.

4. Executive Director Goals Update—*Tegin Teich, Executive Director* ***Documents posted to the MPO meeting calendar:***

1. Progress Towards SFY 2024 Goals ([pdf](#)) ([html](#))

T. Teich stated that in each SFY, the executive director is evaluated by representatives of the MPO chair, vice-chair, and chair of the A&F committee. Quarterly updates are provided to the A&F committee. Goals have been categorized as either employee experience and retention, board priorities and experience, fiscal responsibility and funding, sector leadership, and strategic plan. Progress towards each goal category is detailed below.

- Employees
 - Continued update of policies and procedures
 - Continued recruitment
 - Created plans to enhance onboarding
 - Launched diversity, equity, and inclusion focused committee
 - Developed a more robust professional development plan and strategy
- Board
 - Completed the Operations Plan and an initial update to the Memorandum of Understanding (MOU)
 - Supported an ad hoc committee's development of recommendations to further update the MOU
 - Launched a new Transportation Improvement Program (TIP) Process, Engagement, and Readiness Committee in October
 - Engaged the national Association of Metropolitan Planning Organizations for access to best practices and resources
 - Launched Annual Meeting
 - Continued in-person meeting opportunities
 - Plan to enhance board onboarding and development opportunities
- Fiscal and Funding
 - Maintaining net positive position
 - Surplus in initial months of SFY 2024
 - Updating the Fiduciary Agent Agreement with Metropolitan Area Planning Council

- \$2.7 million of Safe Streets and Roads for All federal discretionary funding and match from Massachusetts Department of Transportation to develop a regional Vision Zero Action Plan
- Sector Leadership
 - Delivering the new travel demand modeling tools
 - Reinitiating project management working group and training
 - Launching a new framework for engaging program managers in multi-year visioning and work planning
- Strategic Plan
 - Assess the need for a communications and branding consultant
 - Identify source for funding web improvements

5. Members' Items

There were none.

6. Adjourn

A motion to adjourn was made by the Metropolitan Area Planning Council (Eric Bourassa). The motion carried.

Attendance

Members

Representatives and Alternates

City of Boston (Boston Planning and Development Agency)	Jim Fitzgerald
Massachusetts Department of Transportation	Miranda Briseño
MBTA Advisory Board	Brian Kane
Metropolitan Area Planning Council	Eric Bourassa
Regional Transportation Advisory Council	Lenard Diggins

MPO Staff/Central Transportation Planning Staff

Tegin Teich, Executive Director
Silva Ayvazyan
Annette Demchur
Hiral Gandhi
Dave Hong
Erin Maguire
Gina Perille

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