



Our Vision: The NGEC will provide national leadership in standardization, acquisition, and management of passenger rail equipment.

NGEC FINANCE and ADMINISTRATIVE SUBCOMMITTEE

MINUTES

AUGUST 14, 2024

3:00PM EASTERN

TEAMS MEETING

FACILITATOR	<i>Tim Ziethen, Chair of the S305 Finance and Administrative Subcommittee (FASC)</i>
ATTENDEES	<i>Tim Ziethen, Melina Lopez, Melina Lopez also as proxy for Amanda Martin, Troy Hughes, Amanda Villani, Steve Hewitt, Shayne Gill, Barley Fields</i>
ABSENTEES	<i>Mike Murray, Amanda Martin, Brian Beeler II, Ray Hessinger, Larry Salci</i>

DECISIONS MADE

1. Welcome and Open Meeting – Tim Ziethen, Amtrak:

FASC Chair Tim Ziethen opened the meeting and asked Steve Hewitt to call the roll.

2. Roll Call – Steve Hewitt:

After calling the roll, Steve Hewitt could not confirm the presence of a quorum due to the absence of FRA representation. It was agreed that the meeting would take place with no votes taken.

3. Approval of Minutes from the 7-17-24 meeting – Tim Ziethen, Amtrak

This item was tabled due to the lack of a quorum.

4. Treasurer’s Report – Tim Ziethen:

Tim Ziethen provided the following update:

Balance/Spend Rate Through May 2024

Total Invoiced/Incurred (Including Carryover) - \$126,828.75
 Forecast/Accrual Amount to Reflect Billing Lag 60 days - \$30,000.
 Invoiced + Accrual Expenses to date (through March) – \$156,828.75
 Amtrak AOP Funding - \$260,000
 Remaining funds (total available less Invoiced + Accrual) - \$103,171.25
 Estimated full year (YTD Incl. Carry Over + FC + Remaining Months @ Avg Spend TD) – \$186,653.27.
 Current Average Monthly Spend - \$14,912.26.

Tim noted that under Amtrak Funding of their Operating Plan, the funds not spent are not carried over and that is not “a help to us per se”. He added that Amtrak is currently in the process of getting its FY25 budget approved.

5. Status: Quarterly Report (period ending 6-30-24) – Tim Ziethen/Steve Hewitt:

Tim noted that the report for the period ending on 6-30-24, was due, internally, by July 31, 2024, but he has been

having problems with the PDF document used for the report. As soon as he has resolved those issues, he will send on to Steve Hewitt to review and revise the percentages section. Although there is no requirement to prepare these quarterly progress reports nor a specific due date since this funding came from the Amtrak AOP, the intent is to continue to follow the same process for internal purposes.

Tim noted that Steve Hewitt had already completed the quarterly milestones report which Tim uses as a part of the required information for the report.

**6.
CRISI Grant Application – Support Letters status - Tim Ziethen:**

The CRISI Grant Application for funding the NGEC was submitted on time to the portal. It included many letters of support, but Tim reminded FASC members, **it is not too late to send in support letters. They should be sent to Tim Ziethen and Mehgan Histan, Amtrak Grants** or to Steve Hewitt and Tim Ziethen to be forwarded to Amtrak Grants.

Tim added that the application is in the FRA review phase. CRISI Grant awards will not be announced until the October/November timeframe – November being the most likely.

**7.
Status/Next Steps - Funding – Tim:**

Funded/Not Funded:

Tim reported that he has had several discussions with FRA (Mike Murray) about how to approach funding for the NGEC – especially with unspent AOP funds not carrying over and CRISI Grant rewards not expected until later in the Fall – with around a six-month period before the funds would flow if awarded.

Tim is drafting an internal paper for Amtrak Grants. He hopes to get it completed tomorrow (8-15-24). He is hopeful the situation can get resolved fairly quickly.

Tim advised that all activities continue, with an assumption that the NGEC will be funded. He emphasized that “we are not in shut down mode”. He has had good conversations with Mike (Murray) about a potential resolution of the funding issue, and it will be reviewed, internally, at Amtrak.

**7.
Review of NGEC 2-pager for 2025 – Steve Hewitt:**

Steve Hewitt stated that he has begun to look at the two pager and will provide suggested updates to Amanda Martin prior to the September FASC call. On the FASC call on 9-11-24 recommendations will be presented for discussion to the full subcommittee.

**8.
Annual By-Laws Review – Steve Hewitt:**

The NGEC By-Laws are reviewed each year to determine whether they are still in line with the NGEC’s mission. The FASC is the body which makes recommendations to the Executive Board – either providing recommended changes or recommending no changes.

Similar to the NGEC two-pager, the process has begun, with Steve Hewitt doing the first review. Any recommendations he has, he will send to Amanda Martín prior to the September FASC call. These recommendations will be discussed by the full FASC on 9-11-24.

**9.
Other issues/questions – All:**

Barley Fields asked Tim Ziethen to review for approval the TLK and Casamar invoices that have been forwarded to him. Steve Hewitt noted that he had asked Tammy Krause to review the Casamar invoice as that work is overseen by Tammy. Tammy did the review and recommended it be paid.

Steve Hewitt reviewed the TLK invoice and confirmed that the work was done. He recommends that Tim give the ok to pay.

Tim stated that he had them and would look at them after this meeting.

With no other business forthcoming, Tim Ziethen adjourned the call at 3:18 pm Eastern.

**Next Meeting
9-11-24**

Decisions - Action Items

Balance/Spend Rate Through May 2024

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Tim noted that under Amtrak Funding of their Operating Plan, the funds not spent are not carried over and that is not “a help to us per se”. He added that Amtrak is currently in the process of getting its FY25 budget approved.

Finalizing Prior Grant Closeout Documents – Tim Ziethen:

Task Completed – documents have been uploaded and sent to FRA.

Future Funding for the NGEC:

CRISI Grant Application:

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Tim added that the application is in the FRA review phase. CRISI Grant awards will not be announced until the October/November timeframe – November being the most likely.

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Other potential funding opportunities:

Nothing new reported on seeking other funding sources beyond the solution that FRA and Amtrak is working on.(noted above).

NGEC 2024 two-pager – public awareness:

The 2024 version of the two-page educational flyer is now available electronically or in hard copy by request from Steve Hewitt. It is also posted on the NGEC website www.ngec.org.

To date: 487 copies (hard and electronic) have been distributed.

NGEC 2025 two-pager:

On 8-14-24, Steve Hewitt stated that he has begun to look at the two pager and will provide suggested updates to Amanda Martin prior to the September FASC call. On the FASC call on 9-11-24 recommendations will be presented for discussion to the full subcommittee.

2024 Annual By-Laws Review:

The NGEC By-Laws are reviewed each year to determine whether they are still in line with the NGEC’s mission. The FASC is the body which makes recommendations to the Executive Board – either providing recommended changes or recommending no changes.

Similar to the NGEC two-pager, the process has begun, with Steve Hewitt doing the first review. Any recommendations he has, he will send to Amanda Martin prior to the September FASC call. These recommendations will be discussed by the full FASC on 9-11-24.

Quarterly Report (period ending 6-30-24):

This report is close to being completed for internal distribution.

**Next Meeting
9-11-24**

ATTACHMENTS



Our Vision: The NGEC provides national leadership in standardization, acquisition, and management of passenger rail equipment.

Finance and Administrative Subcommittee (FASC)

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 218 969 011 071

Passcode: r7bGDN

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AGENDA

8-14-24

3:00PM Eastern

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|------------------------------------|--------------|
| 1. Welcome/Open | Tim Ziethen |
| 2. Roll Call | Steve Hewitt |
| 3. Approval – Minutes from 7-17-24 | Tim Ziethen |
| 4. Treasurer’s Update | Tim Ziethen |

Update - Balance/Spend Rate/Forecast

- | | |
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| 5. Status: Internal Quarterly Report (period ending 6-30-24) | Tim/Steve |
| 6. CRISI Grant Application – support letters status | Tim |
| 7. Status/Next Steps - Funding | Tim |
| a). Funded/not funded | |
| b). Other potential funding opportunities/sources | |
| c). Sub-contractor contracts – post 9-30-24 | |
| 7. Status: Review of NGEC two-pager for 2025 | Steve Hewitt |
| 8. Status: Annual By-Laws Review – timeline | Steve Hewitt |
| 9. Other Issues/Questions | All |

Next Meeting 9-11-24