

January 8, 2026 – RTA Board Transition Meeting Agenda

## **Part I – Outgoing Board Close-Out (Current Board Only)**

*(Approx. 45–60 minutes)*

### **1. Call to Order & Opening Remarks**

- Purpose of the transition meeting
- Importance of continuity and documentation

### **2. Term Close-Out Overview**

- Confirmation of term conclusion
- Summary of administrative wrap-up activities
- Confirmation that records are complete and up to date

### **3. Governing Documents Review (Final Check)**

#### **RTA Bylaws**

Current approved version

Amendments adopted during the term

#### **Office Rules & Procedures**

Office usage guidelines

Access protocols

Board meeting alignment

#### **Not-for-Profit (501(c)(3)) Standing Rules / Guide**

Compliance obligations

Fiduciary responsibilities

Reporting and record-keeping standards

### **4. Records & Materials Inventory**

- Confirmation that the following are compiled and ready for handoff:
- Governing documents binder (physical and/or digital)
- Meeting minutes and resolutions
- Financial records and reports
- Contracts, Vendor agreements, and correspondence
- Policies, procedures, and reference guides

### **5. Office Access & Code Protocol (Internal Alignment)**

- Confirmation of office access permissions
- Clarification that **office access aligns with official board meetings and authorized activities**
- Agreement on transition timing for access handoff

### **6. Final Questions & Internal Alignment**

Final clarifications among outgoing board members

Confirmation of readiness for transition

## **PART II – INCOMING BOARD JOINS (same meeting @ 6:30 or 7)**

*(Approx. 30 minutes) - Note: Part II is for receipt, understanding, and acknowledgment only.*

### **7. Welcome & Introductions**

- Outgoing and incoming Board members
- Overview of the transition process

### **8. Formal Transition Statement**

- Acknowledgment of leadership transition
- Commitment to continuity and cooperation

### **9. Handoff of Governing Documents**

Presentation and delivery of:

- RTA Bylaws
- Office Rules & Procedures
- 501(c)(3) Standing Rules & Governance Guide
- Transition notes and records overview

### **10. Office Operations & Access Overview**

- Office usage expectations
- Access protocols and security
- Records and equipment stewardship

### **11. Pending & Future Items Overview**

- Reserved dates and future commitments (e.g., Kennedy Center 2026)
- Expiring subscriptions or services
- Items requiring future Board action

### **12. Questions from the Incoming Board**

Clarifications only

No policy changes or amendments at this meeting

### **13. Next Steps & Closing Remarks**

Next official Board meeting date

Transition acknowledgment

Adjournment