**Benzie Transportation Authority**

**Annual Meeting of the Board of Directors**

Tuesday, May 21, 2019 at 5:30PM

Minutes approved as amended June 18,2019

The annual meeting of the Benzie Transportation Authority was held on Tuesday, May 21, 2019 at the Benzie Bus Station.

**Welcome Guests and Call to Order**

Chairperson Amy Herczak called the meeting to order at 5:34PM

**Members Present:** Amy Herczak, Eric VanDussen, Susan Kirkpatrick, Jennifer Kolinske, Anne Noah,

**Staff Present:** Bill Kennis, Nancy Hunt

**~~Amendments/Changes to the Agenda~~**~~: None~~

**Approval of Agenda:** Motion made by Anne to approve the agenda as amended. Supported by Susan. All ayes, ***motion carried.***

**Approval of April 16, 2019 Regular Meeting Minutes*: Motion*** made by Jennifer and supported by Anne to approve the April 16, 2019 Regular Board Meeting Minutes as amended.: Meeting minutes are to be changed to reflect which Board Member supported each motion. All ayes, ***motion carried***.

**Public Comment**: None

**Review Board Terms of Office and Contact Information**: Board terms and contact information of Board members were updated.

**Review Vision & Goals**: Board reviewed. Anne expressed her wish to see an increase in ridership among young people.

**Election of Officers- Board Chair, Vice Chair, Secretary & Treasurer:**

Nomination made by ­­­­Jennifer to appoint Amy as Board Chair. No other nominations. ***Motion*** by Jennifer and supported by Anne to appoint Amy as the Board Chair. All ayes, ***motion carried.***

Nomination made by Anne to appoint Eric as Board Vice-Chair. No other nominations. ***Motion*** by Anne and supported by Susan to appoint Eric as the Board Vice-Chair. All ayes, ***motion carried.***

Nomination made by Jennifer to appoint Nancy Hunt as Board Secretary. No other nominations. ***Motion*** by Jennifer and supported by Amy to appoint Nancy Hunt as the Board Secretary. All ayes, ***motion carried.***

Nomination made by Jennifer to appoint Wendy as Board Treasurer. No other nominations. ***Motion*** by Jennifer and supported by Amy to appoint Wendy as the Board Treasurer. All ayes, ***motion carried.***

**Conflict of Interest Discussion**: Bill gave a brief overview, discussion followed.

**Committee Assignments**

|  |  |  |
| --- | --- | --- |
| **Finance, Personnel, & Policy** | **Marketing & Outreach** | **Executive & Operations** |
| Jennifer Kolinske | Susan Kirkpatrick | Susan Kirkpatrick |
| Eric VanDussen | Anne Noah | Amy Herczak |
| Susan Kirkpatrick | Patty Roth | County Commissioner |
|  | Irene Nugent (ex-officio) |  |

**Set Dates and Times of Regular Board Meetings for 2019-2020:**

June 18, 2019

August 20, 2019

October 15, 2019

December 17, 2019

February 18, 2020

April 21, 2020

**May 19, 2020 – Annual Meeting**

June 16, 2020

***Motion*** by Eric to adopt the Board meeting schedule as proposed. Meetings will take place the third Tuesday of every other month. Support by Jennifer. All ayes, ***motion carried.***

**Named Depositories and Authorized Signatures at Honor Bank: *Motion*** by Eric to authorize Jessica, Chad, Bill and Amy as signers at Honor Bank. Support by Anne. All ayes, ***motion carried***.

**Old Business: Executive Director Contract**: Succession planning was discussed and ED contract was renewed. ***Motion*** made by Anne that we award Bill a 5% bonus based on his contract salary, ending May 31, 2019, which should equal $3980, payable at the end of our Fiscal year. Second by Amy. Roll Call vote. Eric, nay, Anne, aye, Susan, aye, Jennifer, aye, Amy, aye. 4 ayes, 1 nay***, motion carried*.**

**New Business: None**

**Board Roundtable:** Amy shared information about a young family member going through medical issues. Things are looking promising and she asked for prayers and well wishes.

**Public Comment:** None

***Motion*** made by ­­­­­­Jennifer and supported by Amy to adjourn at 7:53PM. All ayes, ***motion carried.***

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Nancy Hunt, Recording Secretary Date: