**Benzie Transportation Authority**

**Annual Meeting of the Board of Directors**

Wednesday, May 23, 2018 at 5:30PM

**MINUTES APPROVED AS PRESENTED JUNE 19, 2018**

The annual meeting of the Benzie Transportation Authority was held on Wednesday, May 23, 2018 at the Benzie Bus Station

**Welcome Guests and Call to Order**

Vice Chairperson Susan Kirkpatrick called the meeting to order at 5:30 p.m.

**Members Present:** Amy Herczak, Eric VanDussen, Eugene Allen, Susan Kirkpatrick, Anne Noah, Jennifer Kolinske, Evan Warsecke (ex-officio)

**Members Absent:** None

**Staff Present:** Bill Kennis, Chad Hollenbeck, Jessica Carland, Wendy Wedemeier

**Amendments/Changes to Agenda:** None

**Approval of Agenda: *Motion*** made by Eric to approve the agenda as presented. Supported by Jennifer. All ayes, ***motion carried.***

**Approval of April 18, 2018 Regular Meeting Minutes: *Motion*** made by Anne and supported by Amy to approve the April 18, 2018 Regular Meeting Minutes as presented. 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** Susan discussed the importance of reviewing the Board vision and goals on an annual basis. Anne would like an addition to the Vision discussing environmental benefit of public transportation. Discussion over separation of Benzie Bus “values” and “vision”. Motion by Jennifer and supported by Geno to add “environmentally friendly” to the second bullet point of the vision statement. All ayes, ***motion carried***.

Bill discussed the Board Goals for 2017-2018 and updated the Board on management’s progress.

**Election of Officers – Board Chair, Vice Chair, & Secretary/Treasurer**

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

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

Nomination made by Eric to appoint Jessica as Board Secretary. No other nominations. ***Motion*** by Jennifer and supported by Geno to appoint Jessica as the Board Secretary. All ayes, ***motion carried.***

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

**Conflict of Interest Discussion** Amy reminded board members to speak up when they have a conflict of interest, and not to vote on items that may be deemed to pose a conflict of interest

**Committee Assignments**

|  |  |  |
| --- | --- | --- |
| **Finance, Personnel, & Policy** | **Marketing & Outreach** | **Executive & Operations** |
| Jennifer Kolinske | Susan Kirkpatrick | Susan Kirkpatrick |
| Eric VanDussen | Anne Noah | Amy Herczak |
| Amy Herczak | Amy Herczak | Eugene Allen |
| Susan Kirkpatrick |  | County Commissioner |

**Set Dates and Times of Regular Board Meetings for 2018-2019:**

June 19, 2018

August 14, 2018

October 16, 2018

December 18, 2018

February 19, 2019

April 16, 2019

**May 21, 2019 – Annual Meeting**

June 18, 2019

***Motion*** by Jennifer to adopt the Board meeting schedule as proposed, changing the regular meetings from the third Wednesday to the third Tuesday of every other month. Support by Anne. 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 Susan. All ayes, ***motion carried***.

**Old Business: NorthSky Facilitator Julie Ann Rivers-Cochran** NorthSky was unable to make the meeting. Bill discussed financials, makeup of the board packet, board member responsibilities, board self-evaluation. Discussion over how to advocate for Benzie Bus in the community and how to grow ridership among youth.

**New Business:**

**Executive Director Contract Expiration May 31, 2018** Bill’s contract is expiring at the end of the month. No changes to his contract were requested. The Executive Committee will review his job description.

**Paratransit Plan for Fixed Routes** *Motion* made by Eric to adopt the Complimentary Transit Plan May 2018. Support by Jennifer. All ayes, ***motion carried***.

**Board Roundtable**

**Public Comment:** None

***Motion*** made by Jennifer and supported by Susan to adjourn at 8:35PM. All ayes, ***motion carried.***

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Jessica S Carland, Recording Secretary Date: