



**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.***

Jessica S Carland, Recording Secretary

Date: