



Benzie Transportation Authority- Regular Meeting of Board of Directors
Tuesday, December 10, 2019 5:30 - 7:00 p.m.
14150 US Highway 31, Beulah, MI 49617
Minutes approved as presented February 18, 2020

1. Welcome Guests & Call to Order: Chairperson Herczak called meeting to order at 5:30p.m.
2. Roll Call-PRESENT: John Morse, Anne Noah, Susan Kirkpatrick, Amy Herczak, Jennifer Kolinske, Eric VanDussen, and Patty Roth. Evan Warsecke also present. Staff present: Bill, Chad, Jessica, Wendy and Nancy.
3. Approval of Agenda: **Motion** by Jennifer to approve agenda as amended, adding Friends of the Benzie Bus under Old Business. Support by Susan, all ayes, **motion carried**.
4. Public Comment: None
5. Approval of October 15, 2019 Meeting Minutes: **Motion** by Anne to approve minutes as presented. Support by Susan, all ayes, **motion carried**.
6. Chairwoman's Report
 - i. Manager's Reports: E.D, Ops & M.M. Bill reported that Annual Report pitches were going well. There have been some staffing changes, but we are looking pretty solid. Six more tablets have been upgraded to Microsoft Go's and four cutaway buses are on order. We have had to discontinue Bosch/SPLT project, as they could not come up with a solution that would be beneficial to our staff and riders. We have discontinued Saturday Shopper service and are allocating those hours to an addition Flex Route that will run between Frankfort and Beulah. We will be participating in the Christmas Parade in Beulah and our annual NYE Nite Owl service.
 - ii. Millage Language: There was discussion about how renew vs. renew and restore would affect the budget and the public perception. **Motion** by Eric to approve the millage language as presented with "renew" only. Roll Call vote: John: nay, Eric: aye, Jennifer: aye, Susan: nay, Anne: aye, Amy: aye, Patty: aye. 5 ayes, 2 nays, **motion carried**.
 - iii. Board Member Appointments: Eric and Amy both have term's ending in April. Eric will not be renewing. Amy is on the fence, but is leaning toward renewing her seat. The Board directed Bill to educate Heather Bruce about upcoming vacancy.
7. Committee Reports
 - a. Finance, Personnel & Policy
 - i. Audit: Audit report is not yet available. Board wishes to have a copy of last year's report when they receive current year. May possibly schedule a skype meeting with Jim.
 - ii. Policies – Procurement: **Motion** by Eric to approve Procurement Policy as presented. Support by Jennifer, all ayes, **motion carried**.
 - b. Marketing- Communication Plan: Jessica gave an update about NYE Nite Owl Service. The Pit Spitters would like to increase ridership from Benzie County

using our service. Jessica is working on a 3 part series that is being published in monthly installments in the BSR newsletter. The Committee is looking at who the friends need to reach and the best way to reach them in order to get them out to vote. A mailing is planned and letters to the Editor would be helpful. Wellness rides are making good strides.

- c. Succession Planning: Bill continues to groom the Management Team and they are training in broader topics. The Ad Hoc group and Nancy will meet to create the language for the job posting for the E.D. position and present it to the full Board at the February meeting. There was a ***motion*** by Eric to move the date for posting the E.D. position from February 1st to February 19th. Support by John, all ayes, ***motion carried***. The Ad Hoc committee will decide who should be on a new committee which will be interviewing applicants.
8. Old Business- Friends Group: Amy will be giving Jessica anything from the past Friends Group that will be helpful. There is approximately \$500 in the checking account and there are about 200 signs that can be re-used. Irene Nugent may be a good choice as a leader for the group. We should also include Scouts, students, the LAC, and Marley Demers.
9. New Business: None
10. Board Roundtable- General announcements: Eric thanked everyone that attended the fundraiser that was held for him, and for all of the support he has received.
11. Public Comment: None
12. Adjournment: Motion by Jennifer to adjourn. Support by Eric, all ayes, motion carried. Meeting adjourned at 6:46 p.m.

Nancy Hunt, Recording Secretary

Date