



**Benzie Transportation Authority  
Annual Meeting of the Board of Directors  
Tuesday May 17, 2022 @ 5:30PM  
Benzie Bus Station  
Minutes approved as amended June 21, 2022**

1. Welcome Guests & Call to Order by Chair John Morse at 5:30 PM
2. Roll Call: Present: Anne Noah, Jeannette Feeheley, Chris Kitchen, Dorene Strang and John Morse. Members Absent: Evan Warsecke Staff Present: Chad Hollenbeck, Jessica Carland, Wendy Wedemeier and Nancy Hunt. Guests: Chris Geetings.
3. Public Comment: Chris expressed his hope that we keep things status quo with the transition between directors.
4. Approval of Agenda: **Motion** made by Anne and supported by Chris to approve the agenda as amended. Adding 4a. Correspondence, 5 a. Chair Report, and 14 b Board Development. Item 14a was removed. All ayes, **motion carried**.
  - a. Correspondence: Jeannette shared a card from Representative O'Malley congratulating us on the Community Impact Award.
5. Approval of minutes from the special board meeting on April 26, 2022: **Motion** made by Chris and supported by Anne to approve the April 16, 2022 Special Meeting Minutes as presented **motion carried**.
  - a. Chairman's Report: John and Anne met with the attorney. The agreement between BTA and Bill has been signed and is on file. A letter of appreciation was presented to Bill at his luncheon which was a nice event. The Interim Director contract has been signed and filed appropriately. Amy has resigned from the board effective immediately. Thank you cards will be given to Jeff and Amy along with a gift card. Nancy will send the prospective BOD packet to all current board members. John brought up the idea of separating the FPP committee into two separate committees.
6. Review Board Terms of Office & Contact Sheet: BOD reviewed this sheet.
7. Election of Officers – Discussion about treasurer appointment and correcting the Bylaws to reflect the separation of Secretary/treasurer.

**Board Chair.** **Motion** by Anne and supported by Dorene to appoint John as the Board Chair. All ayes, **motion carried**.

**Board Vice-Chair.** **Motion** by Anne and supported by John to appoint Chris as the Board Vice-Chair. All ayes, **motion carried**.

**Board Secretary.** **Motion** by Anne and supported by Chris to appoint Jeannette as the Board Secretary. All ayes, **motion carried**.

**Board Treasurer. Motion** by Chris and supported by Anne to appoint Dorene as the Board Treasurer. All ayes, ***motion carried.***

8. Committee Assignments – Discussion about whether to switch to a meeting of the whole. The decision was made to wait until the board seats are filled and discuss further. Committees will provide meeting minutes and future meeting dates to the full board at the following board meeting.

<b>Finance, Personnel &amp; Policy</b>	<b>Marketing &amp; Outreach</b>	<b>Executive &amp; Operations</b>
John Morse, <b>ex-officio</b>	Anne Noah	Chris Kitchen
Jeannette Feeheley	Chris Kitchen	Jeannette Feeheley
Dorene Strang		Dorene Strang
		John Morse
		County Commissioner

9. **Dates and Times of Regular Board Meetings for July 2022 – May 2023:**

July 19, 2022

September 20, 2022

November 15, 2022

January 17, 2023

March 21, 2023

**May 16, 2023 (Annual)**

10. Named Depositories and Authorized Signatures at Honor State Bank:

**Motion** by Anne to name Honor State Bank and Michigan Class as depositories. Support by Chris. All ayes, ***motion carried.***

**Motion** by Chris and supported by Anne to authorize Nancy Hunt, John Morse, Jessica Carland and Chad Hollenbeck as authorized signatories at HSB. All ayes, ***motion carried.*** **Discussion about adding State Savings Bank as a depository. To be investigated in the future.**

11. Review of Vision and Goals: A Special meeting is planned on June 21 to further dive into goals. Jessica will get management opinions on presented documents and things that are missing and they would like added. Managers should work on operational goals. BOD will review docs sent from Anne and Jeannette and make revisions and additions. BOD should get submissions to Nancy by June 10<sup>th</sup>.
12. Review Articles of Incorporation & Bylaws: Jeannette presented some suggested updates. Jessica will review these suggestions.
13. Conflict of Interest Discussion: Board has asked that this policy be amended. Disclosure of any conflict will be added to future board agendas.
14. Old Business
  - a. ~~Date of Interim E.D. Pay increase~~
  - b. Board Development: Anne provided handouts to review. This topic will be revisited once the vacant board seats are filled.
15. New Business
  - a. Staff Compensation: Nancy presented a proposal for raises for hourly staff. Chris discussed the findings from the compensation committee which revealed BTA employees were on the low end of the pay scale when compared to other similar positions both locally and among other transit agencies.

**Motion** by Chris to approve a pay scale adjustment of \$2.00 per hour and we provide a pay increase to all staff of \$2.00 an hour effective 5/16/2022 for all hourly employees of Benzie Bus Managers salaries will be adjusted by the equivalent of \$2 per hour, supported by Dorene. Roll Call Vote- Ayes: Dorene, Chris, Anne, Jeannette and John. Nays: none. All ayes, **motion carried.**

**Motion** by Anne to direct the Board Chair to amend the Interim E.D. contract to reflect the equivalent of a \$2.00 per hour increase. Support by Dorene, all ayes, **motion carried.**
16. Board Roundtable: Jessica asked for input regarding the E.D. report. The BOD would like to begin receiving the Buzz.
17. Public Comment: Chris asked about the process of recruiting new board members. He also commented that he is pro-credit union and supports the idea of giving them our business. He asked that managers be allowed to continue doing things as they are currently and thanked the board for the raise.
18. Adjournment at 8:59PM

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Nancy Hunt, Recording Secretary

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Date