



**Benzie Transportation Authority**

**Executive Committee**

**October 21, 2024 @ 5:00PM**

**14150 US 31 Beulah, MI 49617**

**Minutes approved as presented January 7, 2025**

1. **Call to Order** Meeting called to order by Chairperson Noah at 5:02PM
2. **Roll Call to determine quorum** Committee Members present: Noah, Morse, Kitchen, Warsecke arrived at 5:22PM. Members Absent: Miller (Excused) Staff Present: Carland
3. **Welcome and Recognition of Visitors** None
4. **Approval of September 9, 2024 meeting minutes** *Motion* with support to approve the September meeting minutes as presented: Morse, Kitchen. All ayes, motion carries
5. **Amendments/Additions to Agenda** Carland added item Avenue ISR Proposal under New Business. Noah moved items Board Self Evaluation and Code of Conduct Policy under New Business.
6. **Public Comment** None
7. **Approval of Agenda** *Motion* with support to approve the agenda as amended: *Morse, Kitchen. All ayes, motion carries*
8. **Call for Conflict of Interest** None declared
9. **Old Business**
  - a. ~~Board Self Evaluation~~
  - b. ~~Code of Conduct Policy~~
10. **New Business**
  - a. **Code of Conduct Policy** - Noah addressed comments & questions sent via email by Board Member Feeheley regarding the resurrection of the Code of Conduct Policy. Noah's desire to resurrect the policy arose from recent Board member conduct, and a request she received for clarification of board member responsibilities/roles. The committee reviewed the concerns and feedback regarding the previous Draft Code of Conduct policy, as discussed in the Executive Committee meeting on April 30, 2024. Noah distributed a revised Draft Code of Conduct policy, drafted by Kitchen with many meaningful changes, for the committee's consideration. *Motion* with support to recommend the approval of the revised Code of Conduct Policy to the full Board: *Morse, Kitchen*. Discussion. *All ayes, motion carries*. Carland will include the draft October Executive Committee meeting minutes & the revised Draft Code of Conduct Policy in the November Board packet.
  - b. **Board Self Evaluation** Kitchen performed an analysis of the board self evaluation results including key takeaways and action steps. Kitchen proposed providing the results to the full board, and using the four General Recommendations for Improvement to create action items. Morse suggested the

Recommendations can be turned into Board Goals to be worked on over the next 12 months. **Motion** with support to recommend to the Board the creation and adoption of the General Recommendations for Improvement and create actionable steps that can be turned into Board Goals. Item 1 (Regular Board Retreats) and 3 (Improve Board Dynamics) will be led by an ad hoc committee and items 2 (Enhanced Agenda Management) and 4 (Structured Recruitment and Orientation) will be led by the Executive Committee. *Kitchen, Warsecke*. Discussion. **All ayes, motion carries**

- c. **Avenue ISR Proposal** Carland received a proposal from Sherwood “Woody” Smith from Avenue ISR to facilitate a planning session to review and update BTA’s stated mission, vision and values, which have not been reviewed in many years. . The proposed approach would take an estimated 15 hours over a two month period and cost \$2,000. The FY2025 budget includes \$4,000 for a board retreat/workshop. Discussion. Carland recommended should the Board decide to move forward with the planning session, that the work not start until March/April due to other priorities. **Motion** with support to recommend to the Board a facilitated planning session to redefine BTA’s Values, Vision & Mission, at an expense not to exceed \$2,000. *Kitchen, Morse*. Discussion. **All ayes, motion carries**. Carland will include the proposal in the November board packet.
  - d. **Succession Planning** Noah would like the Board to think of ideal board skill sets, as well as soft skills, as the Board thinks about succession planning. Discussion. Warsecke stated he wasn’t aware of other Board’s who use such a detailed recruitment packet, and that he thought it was a helpful tool. Morse stated some items may need to be updated. Noah requested Carland send her the current recruitment packet so she and Carland can work on updates. The Executive Committee will review the updates at the next committee meeting.
11. **Public Comment** None
  12. **Committee Roundtable** Morse inquired about visiting the new BATA headquarters with Carland, Hollenbeck and Halliday. Carland will reach out to BATA officials.
  13. **Next Meeting** January 7, 2025 @ 5:45PM
  14. **Adjournment** Meeting adjourned at 6:10PM

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Jessica Carland, Recording Secretary

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Date