



## **BATA Annual Organizational Meeting Minutes**

Wednesday, January 24, 2018  
Hall Street Transfer Station  
Traverse City, Michigan 49684

1. Call to Order by Executive Director of the BATA Annual Organizational Meeting.

The meeting was called to order by Kelly Dunham at 9:17am.

2. Pledge of Allegiance and Moment of Silence
3. Roll Call and Introductions of New Directors

Present: Richard Cochrun, Linda Joppich, Dan Lathrop, John Somnavilla, Nicole VanNess, Janet Wolf

Absent: Debra Rushton

Also Present: Eric Lingaur, Mary Meredith, Nichole Thompson, Heidi Wendel (Dennis Gartland & Niergarth)

4. Approval of Agenda

Motion made by Janet Wolf and seconded by Linda Joppich that the BATA Board of Directors approve the January 24, 2018 Annual Organizational Meeting Agenda as presented.

**MOTION PASSES: 6-0**

5. 2018 Election of Officers

- a. Chair

- Motion to Nominate: Janet Wolf nominates Dan Lathrop
- Second: Linda Joppich

The BATA Board of Directors approves the election of Dan Lathrop to the position of Chair.

**MOTION PASSES: 6-0**

b. Vice-Chair

- Motion to Nominate: Janet Wolf nominates Richard Cochrun
- Second: Dan Lathrop

The BATA Board of Directors approves the election of Richard Cochrun to the position of Vice-Chair.

**MOTION PASSES: 6-0**

c. Secretary

- Motion to Nominate: Janet Wolf nominates Linda Joppich
- Second: Richard Cochrun

The BATA Board of Directors approves the election of Linda Joppich to the position of Secretary.

**MOTION PASSES: 6-0**

6. Regular Board Meeting Calendar for January, 2018 – January, 2019

Motion made by Nicole VanNess and seconded by Linda Joppich that the BATA Board of Directors approve the Regular Board Meeting Calendar for January, 2018 thru January, 2019.

**MOTION PASSES: 6-0**

7. Discussion of filling BATA Appointed Seat Vacancy

The history of the board-appointed seat was discussed. Dunham recommended the seat be filled using some skill set criteria and to form an ad hoc committee to conduct the interview process. Vacancy to be advertised. Dunham will follow up with soliciting feedback from current Directors for thoughts on criteria.

8. Public Comment

There was no public comment.

9. Adjournment

Motion made by Dan Lathrop that the BATA Board of Directors January 24, 2018 Annual Organizational Meeting be adjourned at 9:45 am.

**MOTION PASSES: 6-0**

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on \_\_\_\_\_  
DATE

\_\_\_\_\_  
Linda Joppich, Board Secretary



## **BATA Regular Meeting Minutes**

Wednesday, January 24, 2018

Hall Street Transfer Station

Traverse City, Michigan 49684

### **1. Call to Order by Chairperson of the BATA Regular Meeting.**

The meeting was called to order by Chairperson Lathrup at 9:46 am.

### **2. Approval of Minutes**

- a. November 22, 2017 Regular Meeting
- b. November 22, 2017 Closed Session
- c. December 18, 2017 Special Meeting

Motion made by Janet Wolf and seconded by Linda Joppich that the BATA Board of Directors approve, with the spelling correction of Director Cochrun's name, the November 22, 2017 Regular Meeting Minutes, the November 22, 2017 Closed Session Minutes, and the December 18, 2017 Special Meeting Minutes.

**MOTION CARRIES: 6-0**

### **3. Executive Director's Report**

Kelly Dunham highlighted items from her monthly report. Including the following topics:

#### Bayline

Friday, February 2<sup>nd</sup> will be a Steering Committee tour of the new high frequency route. Directors are invited to join. We are planning on hiring 12-15 new drivers. We are also researching making this a fare-free line as long as we can find sponsorships and funding.

#### Northwestern Michigan College

Kelly and Eric Lingaur met with the Northwestern Michigan College student government, and the Dean of Students, regarding their needs especially with the rise in enrollment of international students who do not own vehicles here in the States.

#### Correspondence/BATA in the News

We have received a lot of positive feedback regarding the dedicated routes we established with Commission on Aging (“COA”) and some of this news (emails and newspaper articles) was shared in the board packet and reviewed with the board.

#### Maria Jung

Ms. Jung’s audit report, which was positive with few issues, was reviewed with the board.

#### 4. Finance Reports

##### a. FY 2017 Audit Report – Heidi Wendel, DG&N

Heidi Wendel of Dennis, Gartland, & Niergarth presented the findings of the FY 2017 audit report.

Director Wolf recommends that once each year, at a minimum, the pension related reports be reviewed. Dunham informed the board that the Finance Oversight Team will be reviewing the pension plan throughout FY18.

The Diamond Road property mortgage was recommended for payoff.

Motion made by Janet Wolf and seconded by Richard Cochrun that the September 30, 2017 Audit Report be accepted.

**MOTION PASSES: 6-0**

##### b. November and December 2017 Finance Reports

- i. November and December 2017 and YTD Income Statements
- ii. November and December 2017 YTD Statement of Net Position
- iii. November and December 2017 and YTD Cash Flow Analysis

Nichole Thompson reviewed the Finance Reports and highlighted various items of interest.

Director Cochrun requested the Capital Reserve Fund report to start with the beginning of the fiscal year and also to show year-to-date numbers.

Motion made by Janet Wolf and seconded by Richard Cochrun that the BATA Board of Directors approve the November and December 2017 Finance Reports as presented.

**MOTION PASSES: 6-0**

5. Chairperson's Report

Nothing to report.

6. Old Business

The Board Request Tracker was reviewed.

7. New Business

a. 4<sup>th</sup> Quarter Customer Survey Results

Eric Lingaur presented the proposed route and the results of the survey.

b. Request to Pay Off Diamond Property Debt

Kelly Dunham reviewed the advantages to paying off the Diamond Property debt.

Motion made by Janet Wolf and seconded by Linda Joppich that the Diamond Property debt be paid off.

**MOTION PASSES: 6-0**

8. Public Comment

There was no public comment.

9. Adjournment

Motion by Janet Wolf that the BATA Board of Directors January 24, 2018 Regular Meeting be adjourned.

**MOTION PASSES: 6-0**

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on \_\_\_\_\_  
DATE

\_\_\_\_\_  
Linda Joppich, Board Secretary