



**Cooperative Alliance for Seacoast Transportation
Minutes of the Board of Directors
Wednesday, August 24, 2016**

Present: Donna Benton, Scott Bogle (arr. 8:34), Dan Chartrand, Jennifer Decker, Steve Fournier (arr. 8:34), Marty Pepin, Dave Sandmann, Maria Stowell, Juliet Walker

Staff: Rad Nichols, Heather Hesse-Stromberg, Toby Schreier, Jeff Donald

Guest: Jan Williams, Strategic Planning Consultant

I. Call To Order

The meeting was called to order at 8:32 AM by Juliet Walker (Acting Chair). All present introduced themselves.

II. Approval of Minutes

Mr. Sandmann made a motion to accept the July 27, 2016 minutes as presented and Mr. Pepin seconded the motion. All voted in favor.

III. Public Comment

Mr. Nichols noted that no public comment has been received to date regarding the potential termination of North Bus Services.

IV. Financial Report – June 2016 Income Statement and Balance Sheet

Mr. Nichols reviewed the Income Statement and Balance Sheets and noted:

1. Farebox Revenues and Advertising Revenues were very strong again in June, increasing by \$10,000 over May. We transitioned from using CMAQ funds to now using 100% NH Turnpike funds for our expanded Rte. 2 & Trolley services.
2. Miscellaneous Items expenses are up quite a bit due to significant training and conference costs.
3. Year-to-Date Gross Gain/Loss is tighter than we typically have experienced by this point in the year.

Mr. Pepin made a motion to accept the Financial Report as presented which was seconded by Mr. Sandmann. All voted in favor.

V. Old Business

Director of Operations Opening

Mr. Nichols reported that we have 4 interviews set up for the Director position and have already completed 2. We have at least 2 candidates who appear to have complementary professional backgrounds.

Community Transportation Reservationist/Scheduler

Since the Board Meeting packet was distributed a Reservationist/Scheduler has been hired and will start mid-late September due to the need to give appropriate notice at their current employer.

Gillig Buses

Mr. Nichols reported that two of the three new heavy duty Gillig buses arrived yesterday and the third is scheduled to arrive today.

VI. New Business

ACTION ITEMS:

Action Item #1: Nominating Committee Report

Members of the Nominating Committee are Mr. Sandmann, Ms. Copeland and Mr. Pepin and they presented the following slate:

Officer Nominees:

- Chair: Juliet T.H. Walker (City of Portsmouth)
- Vice Chair: Dave Sandmann (City of Stratham/At-Large*)
- Secretary/Treasurer: Jennifer Decker (GSIL)

Executive Committee:

With the proposed slate of officer, the Executive Committee would be comprised of the following members:

- Juliet T.H. Walker (Chair)
- Dave Sandmann (Vice Chair)
- Jennifer Decker (Secretary/Treasurer)
- Open (Past Chair)
- Open (Chair's Appointee)
- Rad Nichols (Non-voting)

Action Required: *That the Board of Directors accept the Nominating Committee's report.*

Mr. Fournier made the motion which was seconded by Mr. Bogle. Mr. Fournier inquired as to whether it was appropriate to have Stratham, with their lack of financial support, have a seat on the Executive Committee. It was discussed whether Mr. Sandmann should continue to serve as the representative from Stratham or whether he should fill one of the three At-Large seats. Mr. Chartrand indicated he would be willing to support Mr. Sandmann continuing as the Stratham representative in the hopes of having Stratham come back at some point. Members questioned whether we wanted to have Mr. Sandmann fill an At-Large seat to avoid the appearance of allowing non-contributing Board Members to fill Officer seats. All voted in favor of the slate as presented, then Mr. Fournier made a motion that the representative of the Town of Stratham be

transitioned to an At-Large representative. Mr. Chartrand seconded the motion and all voted in favor.

DISCUSSION ITEMS

Discussion Item #1 – Strategic Planning Initiative Update

Janice Williams, our Strategic Planning Consultant, attended the meeting and walked the Board through an overview of the current state of the Strategic Plan. In addition, she reviewed the data collected through the interviews with Board members and began a discussion about how they would like to move forward strategically in their capacity within the organization.

Ms. Williams presented the Board with a draft list of Objectives for them to consider.

Discussion Item #2: Budget Workshop

Mr. Nichols reminded all that a Budget Workshop will take place on September 14, 2016 from 10:30-12:30 in Room 305 at the McConnell Center.

VII. Information Items

Ridership & Performance Information

Ridership data was provided to the Board as part of the packet.

VII. Adjournment

Mr. Sandmann made a motion to adjourn the meeting and Mr. Pepin seconded. All voted in favor.

The meeting was adjourned at 9:55AM.