

Specialized Transit Board of Directors

Open Meeting Minutes of Tuesday, July 24, 2018

Members Present: Dick Lutz (President), Sandra Clarke (Vice President), Janine Peter (Director FCSS/Member), Chantal McKenzie (City Council Rep./Member), David Wolanski (General Manager, Community and Protective Services/Member), Bill Sabey (Transit Specialist, Planning and Infrastructure/Member)

Present: Arlene Berry, Office Manager (Recording Secretary)

Item	Discussion	Action/Decision
1. Call to order	1. Called to order Dick called the open meeting to order at 4:35 pm.	
2. Additions to open agenda	2. Additions to the open agenda	
3. Approval of open meeting agenda	3. Approval of meeting agenda	
4. Introductions of new board members: 4.1 Bill Sabey, Transit Specialist, Planning and Infrastructure 4.2 David Wolanski, General Manager, Community and Protective Services 4.3 Janine Peter, Director FCSS	4. Introductions of new board members The board welcomed our new board members to STS: Bill Sabey, Transit Specialist, Planning and Infrastructure, David Wolanski, General Manager, Community and Protective Services and Janine Peter, Director FCSS. It was noted the new board members represent the positions at the city not the individual.	

<p>5. Motion to go into closed meeting</p>	<p>5. Motion to go into closed meeting</p>	<p>Moved by Janine Peter. Seconded by Sandy Clarke to go into a closed meeting. Carried.</p> <p>Moved by David Wolanski, Seconded by Bill Sabey to return to open meeting. Carried.</p> <p>Moved by David Wolanski, Seconded by Chantal McKenzie to spend up to \$500 to update QuickBooks and add Payroll program to it. Carried.</p>
<p>6. Approval of open meeting minutes of March 20 and June 26, 2018</p>	<p>6. Approval of open meeting minutes of March 20 and June 26, 2018</p> <p>The board reviewed and approved the board open meeting minutes of June 26, 2018.</p>	
<p>7. Business arising from previous minutes of March 20 and June 26, 2018</p> <p>7.1 Video Surveillance</p> <p>7.2 Driver Safety and Vehicle Maintenance Policy</p> <p>7.3 Recording Secretary Update</p>	<p>7. Business arising from previous minutes of March 20 and June 26, 2018</p> <p>7.1 Video Surveillance This item was deferred</p> <p>7.2 Driver Safety and Vehicle Maintenance Policy This item was deferred.</p> <p>7.3 Recording Secretary Update This item was deferred.</p>	

<p>8. Financial Reports</p> <p>8.1 Balance Sheet as of June 30, 2018</p> <p>8.2 Profit and Loss Report as of June 30, 2018</p> <p>8.3 Parkland County Grant Application</p> <p>8.4 Treasurer and signing authorities</p>	<p>8. Financial Reports</p> <p>8.1 Balance Sheet as of June 30, 2018 The board received the Balance Sheet report as of June 30, 2018.</p> <p>8.2 Profit and Loss Report as of June 30, 2018 The board received the Profit and Loss report as of June 30, 2018.</p> <p>8.3 Parkland County Grant Application The board was informed that our grant application had been submitted to Parkland County.</p> <p>8.4 Treasurer and signing authorities The board discussed the need for a treasurer as Les Brace had resigned from the board. David Wolanski agreed to be the treasure.</p>	<p>Moved by David Wolanski, Seconded by Chantal McKenzie to receive the Balance Sheet and Profit and Loss Report as of June 2018. Carried.</p> <p>Moved by Chantal McKenzie, Seconded by Dick Lutz, to remove Les Brace as a signing authority on the Spruce Grove Specialized Transit Service account. Carried.</p> <p>Moved by Chantal McKenzie, Seconded by Dick Lutz, to add David Wolanski to have signing authority on the Spruce Grove Specialized Transit account. Carried.</p>
	<p>9. Adoption of email motion between board meetings</p> <p>9.1 Approval of Budget for 2019-2021</p> <p>9.2 Invitation to invite Les Brace and Robert Da Roza to thank you dinner</p> <p>9.3 Motion to purchase flowers for Bob McKee</p>	<p>Moved by Chantal McKenzie, Seconded by Janine Peter to approve the emailed motions as follows: to approve the 2019-2021 budget, to invite Les Brace and Robert Da Roza to our dinner and to spend up to \$150 to purchase flowers for Bob McKee and family. Carried.</p>

10. Date of next meeting 10.1 Board Meeting 10.2 AGM	10. Date of next meeting 10.1 Board Meeting The board agreed to meet on a Wednesday afternoon instead of Tuesday. The next board meeting will be on Wednesday, September 19, 2018 at 3:00 pm. 10.2 AGM The board agreed to have their AGM on Tuesday, August 21, 2018.	
11. Adjournment of meeting	11. Adjournment of meeting	Moved by David Wolanski to adjourn the meeting at 6:43 pm.

Signature

Date

Signature

Date