

# Specialized Transit Board of Directors

## Open Meeting Minutes of Tuesday, March 20, 2018

**Members Present:** Dick Lutz (President), Sandra Clarke (Vice President),  
Robert Da Roza (Member), Chantal McKenzie (City Council Rep.)

**Present:** Arlene Berry, Office Manager (Recording Secretary), Janine Peter (Director FCSS)

**Regrets:** Les Brace (Treasurer), Ryan Steil (Member)

Item	Discussion	Action/Decision
<b>1. Call to order</b>	<b>1. Called to order</b> Dick called the open meeting to order at 4:34 pm.	
<b>2. Additions to open agenda</b>	<b>2. Additions to the open agenda</b> The following items were added to the board agenda: 7.3 2019-2021 Operating Budget 9.3 Volunteers 9.4 Asset Removal 9.5 Safe Quote 9.6 Lee Peters	
<b>3. Approval of open meeting agenda</b>	<b>3. Approval of open meeting agenda</b>	<b>Moved by Sandy Clarke, Seconded by Robert Da Roza to approve the open meeting agenda with the following additions: 7.3 2019-2021 Operating budget, 9.3 Volunteers, 9.4 Asset Removal, 9.5 Safe Quote and 9.6 Lee Peters. Carried.</b>

<p><b>4. Approval of open meeting minutes of November 21, 2017</b></p>	<p><b>4. Approval of open meeting minutes of November 21, 2017</b> The board reviewed and approved the board open meeting minutes of November 21, 2017</p>	<p><b>Moved by Sandy Clarke, Seconded by Robert Da Roza to approve the open board meeting minutes of November 21, 2017 as written. Carried.</b></p>
<p><b>5. MAXTRIX Group, Stephen Webber, Auditor</b></p>	<p><b>5. MAXTRIX Group, Stephen Webber, Auditor</b> The board received and reviewed their 2017 audit. (Schedule 1) Stephen went through the audit with the board and answered any questions.  Stephen Webber left the meeting.</p>	<p><b>Moved by Robert Da Roza, Seconded by Chantal McKenzie to approve and accept the 2017 audited statements as presented. Carried.</b></p>
<p><b>6. Business arising from minutes of November 21, 2017:</b> <b>6.1 Video Surveillance</b> <b>6.2 Trinus Technologies- Computer Software</b> <b>6.3 Transportation Audit</b> <b>6.4 Driver Safety and Vehicle Maintenance Policy</b> <b>6.5 Recording Secretary Update</b></p>	<p><b>6. Business arising from minutes of November 21, 2017</b>  <b>6.1 Video Surveillance</b> This item is deferred  <b>6.2 Trinus Technologies – Computer Software</b> The board felt we could take this item off the agenda as it is not going to work for our scheduling needs.  <b>6.3 Transportation Audit</b> The board was informed we are working away at items from the audit.  <b>6.4 Driver Safety and Vehicle Maintenance Policy</b> This item was deferred.  <b>6.5 Recording Secretary Update</b> The board decided to continue to look for someone to be the Recording Secretary.</p>	
<p><b>7. Financial Reports</b> <b>7.1 Balance Sheet as of February 28, 2018</b></p>	<p><b>7. Financial Reports</b>  <b>7.1 Balance Sheet as of February 28, 2018</b> The board received and reviewed the Balance Sheet report as of February 28, 2018. (Schedule 2)</p>	

<p><b>7.2 Profit and Loss Report as of February 28, 2018</b></p> <p><b>7.3 2019-2021 Operating Budget</b></p>	<p><b>7.2 Profit and Loss Report as of February 28, 2018</b> The board received and reviewed the Profit and Loss report as of February 28, 2018. <b>(Schedule 3)</b></p> <p><b>7.3 2019-2021 Operating Budget</b> The 2019-2020 Operating Budget is due to the city by April 15, 2018. The board agreed to meet over the next few weeks to work on the budget and bring the budget to our meeting on April 17, 2018 for board approval.</p> <p>The following board members agreed to meet to work on the budget: Dick, Les, Robert and Arlene. Dick will check with Les to see if when he is available.</p>	<p><b>Moved by Dick Lutz, Seconded by Chantal McKenzie to accept the Balance Sheet and Profit and Loss reports as of February 28, 2018. Carried.</b></p>
<p><b>8. Regional Transit Plans</b></p> <p><b>8.1 Update from Janine Peter, Director FCSS</b></p>	<p><b>8. Regional Transit Plans</b></p> <p><b>8.1 Update from Janine Peter, Director FCSS</b> The city will be hiring a Transit Coordinator to start April 3, 2018. The transit plan is going to the Tri-Municipal Councils this week for approval.</p>	
<p><b>9. New Business</b></p> <p><b>9.1 Replacement Vehicle</b></p> <p><b>9.2 2018 Holiday Schedule</b></p> <p><b>9.3 Volunteers</b></p> <p><b>9.4 Removal of Assets</b></p> <p><b>9.5 Safe Quote</b></p> <p><b>9.6 Lee Peters</b></p>	<p><b>9. New Business</b></p> <p><b>9.1 Replacement Vehicle</b> The board was informed Unit 190 should be here mid-April.</p> <p><b>9.2 2018 Holiday Schedule</b> The board received the 2018 Holiday Schedule that reflects the days STS will be closed that aligns with the city schedule. <b>(Schedule 4)</b></p> <p><b>9.3 Volunteers</b> The board received an invitation to attend the Volunteer Appreciation event held in Stony Plain on April 18, 2018. This event acknowledges all the volunteers in the region who give of their time and talents. Board members were encourage to attend and celebrate National Volunteer Week. <b>(Schedule 5)</b></p> <p>The board was also given a Volunteer Tracking sheet to keep track of the time they volunteer for STS. <b>(Schedule 6)</b></p>	<p><b>Moved by Dick Lutz, Seconded by Robert Da Roza, to approve the 2018 Holiday Schedule as presented for the days STS will follow. Carried.</b></p>

	<p><b>9.4 Removal of Assets</b> At the previous board meeting the board approved the office getting a remodel. The board directed staff to donate or give away any office items that are no longer needed.</p> <p><b>9.5 Safe Quote</b> The board reviewed a quote from Prat Bros Lock and Safe Ltd. to purchase a safe for the office. <b>(Schedule 7)</b></p> <p><b>9.6 Lee Peters</b> The board discussed the need to have a special thank you dinner for Lee Peters who resigned from the board in November 2017. The board discussed also inviting Sid Davis to thank him for his time on STS.</p> <p>The board felt the need for a policy on gifts and acknowledgements.</p>	<p><b>Moved by Chantal McKenzie, Seconded by Sandy Clarke to purchase the Safe from Prat Bros Lock and Safe Ltd as quoted. Carried.</b></p> <p><b>Moved by Sandy Clarke, Seconded by Dick Lutz to authorized spending \$1000 for dinner, including purchasing \$200 gift cards for Lee Peters and Sid Davis, and spouses, as a thank you for their time on STS board. The board agreed to purchase flowers for Lee Peters. Carried.</b></p>
<b>10. Policies</b>	<p><b>10. Policies</b> This items was deferred.</p>	
<b>10. Adjournment of meeting</b>	<b>10. Adjournment of meeting</b>	<b>Moved by Sandy Clarke to adjourn the open meeting at 6:00 pm.</b>
<b>11. Date of next meeting</b>	<p><b>11 The next meeting will be on Tuesday, April 17, 2018 at 4:30 pm.</b></p> <p><b>11.2 AGM</b> The board agreed to have their AGM in May.</p>	

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