

HERRON ISLAND TRANSPORTATION COMMITTEE
Summary of May 14, 2016 Meeting

Meeting Called to Order 2:02 PM

Members in Attendance

Carolyn Anspach	X	John Farris	X	Chelsea Orvella	
Deb Kraft	X	Brent Fountaine		Janet Podell	X
Suzy Fountaine		Delores Hodgkin	X	Mike Shettlesworth	X
Sue Brentson	X	Elizabeth Howard		Paula Trent	
Tracy Anspach	X	Terry Kraft		Gary Wanzong	
Terrill Chilson	X	Dinah Marcinko	X	Jack Wells	
Dianne DeGood		Carol Miller			

Guests Sherri Anderson, Eric Bergson

Approval of Previous Minutes Minutes were accepted as written.
Motion to accept: Delores Hodgkin
Motion seconded: Deb Kraft
Motion passed

Old Business

Survey Committee Report

- Due to conflicting schedules, the Survey Committee was unable to meet.
- Dinah Marcinko joined the Survey Committee.
- As part of their assignment from the HMC Board to improve the ferry collection and reconciliation process, The Technology Committee has been shadowing the deck crew to view the current ticketing process and get input from the crew.

Technology Committee Report

- Carolyn Anspach made it clear; the committee is not working on a solution, but a proposal for a possible solution.
- Terrill Chilson presented a prototype of a digital system for ticketing created by Fred Fath. It was mentioned software programming documentation, end user documentation and a trained backup for the software maintenance is needed for the program.
- Terrill Chilson and Paula Trent will shadow Carolyn Snyder, Office Manager, on June 3rd to observe the accounting process currently used for the ticketing system.
- Dinah Marcinko offered to let Terrill Chilson use her iPad in order to investigate an OTC program which may be useful in the ticketing accounting process.

New Business

Communication Plan

- The new committee email will be hmctransportation@herronisland.org.
- The initial introduction article for the Beachcomber will be revised, including, but not limited to, the new email address and the removal of the reference to Dropbox. The revised article will be reviewed by the TC, then submitted to Sherri Anderson by Wednesday, May 18th at 5:00 pm.
- Carolyn Anspach suggested we ask Claudia Ellsworth to send out a Constant Contact email notifying HMC members of the next scheduled TC meeting and other information pertinent to the Committee.

Meeting Attendance & Quorum

Transportation Committee members who are absent from three consecutive meetings prior to a vote without a valid excuse must relinquish their vote. Carolyn Anspach will have language to bring forward.

Outsourcing White Paper

Per Sherri Anderson, HMC Board President, and Eric Bergson, HMC Board Member, the HMC Board will revise the Transportation Committee's mission statement to include the responsibility of providing a white paper to the Board which will sum up the research conducted by the Transportation Committee regarding the feasibility of outsourcing the ferry system.

The Transportation Committee agreed to accept this responsibility.

Scheduled Meetings

June 4, 2016, 10:00 AM, Concept Meeting in the Pavilion
June 18, 2016, 2:00 PM, Regular Meeting in the Community Center

Meeting Adjourned

3:02 PM

Post Meeting Action Items

Action	Assignee	Due
Revise & submit article to Beachcomber	Sue Brentson	May 18
Shadow Carolyn Snyder, Office Manager, to observe ticketing accounting process	Terrill Chilson/Paula Trent	June 3
Investigate an OTC program for ticketing process via iPad	Terrill Chilson	NA
Draft rules for meeting attendance and voting quorum	Carolyn Anspach	June 18

Decisions Made

1. Article for Beachcomber will be revised and resubmitted
2. New email address will be hmctransportation@herronisland.org
3. Claudia Ellsworth will be asked to send out Constant Contact email notifying members of upcoming TC meetings.
4. Committee members missing three consecutive meetings prior to a vote will be required to relinquish his/her vote.
5. The Committee will research and analyze the concept of outsourcing the ferry system and submit a final report in the form of a white paper to the HMC Board.

Non-Committee Expectations

The HMC Board will revise the Transportation Committee's mission statement to include the responsibility of providing a white paper to the Board which will sum up the research conducted by the Transportation Committee regarding the feasibility of outsourcing the ferry system.