## HERRON ISLAND TRANSPORTATION COMMITTEE Summary of July 9, 2016 Meeting

Meeting Called to Order

2:00 PM

## Members in Attendance

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

Guests

Andy Anderson, Sherri Anderson, Ferd Fath, Kim Oo, Fred Reichlin, Tom Ritchie, Tony Spiotto, Gary Wanzong

Approval of Previous Minutes

Delores Hodgkin was added to the Members in Attendance list. Minutes were accepted as corrected. Terrill Chilson motioned to accept, Delores Hodgkin seconded the motion

**Old Business** 

Survey Sub-Committee

Delores Hodgkin reported there have been phone meetings.

Outsourcing White Paper

Carolyn Anspach will work on the white paper due to the HMC Board on July 30<sup>th</sup>.

Attendance at Meetings and Quorum Stuck off Vancouver Island with a sketchy communication system, Carolyn Anspach was unable to get information she had gathered to the Committee. The subject was moved to a later undetermined date.

Office Shadowing Report – Technology Sub-Committee Two office visits have been completed. One more is needed. It was decided to wait until after the counting of the dolphin ballots was completed. Reconciliation shadow still needs to be done.

**Excel Application Revisions** 

Fred Fath reported he was working on the revision requests for the current Excel application, and is working on getting it compatible with QuickBooks. He added it will work with a tablet having MS Excel 2016. He also mentioned the Seahawks use MS tablets that are resistant to inclement weather.

OTC Interim Ticketing Process -Technology Sub Committee **Presentation** - Using an iPad, Terrill showed examples of how Forms Connect may be a more efficient process of ticketing ferry traffic. Forms Connect is an OTC form collection application for the iPad that records, stores and shares data electronically. Everyone at the meeting was given an opportunity to try it out. **User Acceptance** - John Farris vouched for the crew, saying they were happy with the Forms Connect application. Terrill Chilson said Carolyn Snyder thought the system worked much better than the current one and it was not difficult to use. **Wi-Fi** – Terrill Chilson suggested a hotspot be set up on the ferry to facilitate the transfer of data from the tablet to the office computing system.

Credit/Debit Cards – Deb Kraft will check to see if Forms Connect and

QuickBooks can be compatible in order to offer the convenience of the use of credit and debits cards by passengers of the Charlie Wells in the future.

**Determination** – A committee vote was taken to accept Terrill Chilson's suggestion Forms Connect be used as an interim method to improve the current ferry traffic ticketing system. The vote passed.

**Recommendation** – The Committee voted to make a recommendation to the HMC Board to allow Forms Connect be used by the ferry crew as an interim solution to the ferry traffic ticketing process. At the Board meeting prior to this committee meeting the Board was given a packet about the Forms Connect Pro ticketing process and asked to attend the Transportation Meeting. Three of five Board members were able to attend. They agreed to bring a vote to the Board.

Next Scheduled Meeting(s) at Community Center July 23, 2016, 10:00 am For those who attended June 4 Outsourcing Meeting July 30, 2016, 10:00 am For all members of Transportation Committee

Meeting Adjourned 3:10 PM

**Decisions Made** 

- Meeting Attendance and Quorum guidelines will be moved to a later undetermined date.
- The third office shadow and reconciliation by the Technology Sub-committee will be done after the results of the dolphin ballot are published.
- Deb Kraft will look into the compatibility of Forms Connect and QuickBooks for credit/debit card use.
- A recommendation was submitted to the HMC Board to use Forms Connect as an interim method to improve the current ferry traffic ticketing system.
- If the recommendation to use Forms Connect as an interim method to improve the current ferry traffic ticketing system is accepted by the HMC Board, a hotspot will be set up on the ferry to facilitate communication between the tablet and the office computing system

**Action Items** 

Task	Owner	Due Date
Mtg Attn & Quorum	Carolyn Anspach	NA
Guidelines		
Final Office	Terrill Chilson/Paula	NA
Shadow/Reconciliation	Trent	
Forms Connect & QuickBooks	Deb Kraft	NA
Compatibility		
Forms Connect	Terrill Chilson and TC	Done
Recommendation to HMC	Technology sub-	
Board	committee	
Prepare and submit	Carolyn Anspach and	July 30, 2016
Outsourcing White Paper to	Outsourcing Meeting	
Board	attendees June 4 <sup>th</sup>	