

HERRON ISLAND TRANSPORTATION COMMITTEE

MEETING MINUTES

Meeting Date: 03/12/2016

Meeting Location: Herron Island

Approval Date: 04/9/16

Recorded By: Sue Brentson

ATTENDANCE

Paula Trent	Brent Fountaine	Kevin Kircher (? sp)
Curt Lint	Deloris Hodgkin	Carolyn Anspach
Tracy Anspach	Chelsea Orvella	Deb Kraft
John Farris	Elizabeth Howard	Suzy Fountaine
Mike Shettlesworth	Helen Borencal (? sp)	Sue Brentson

MEETING LOCATION

Location: Herron Island Community Center

Conference Line: Not available due to lack of Internet access

MEETING START

Meeting Scheduled Start: 2:00

Meeting Actual Start: 2:00

Meeting Scribes: Sue Brentson / Suzy Fountaine

MEETING MINUTES

Minutes from the 2/12 Meeting were distributed to attendees

Motioned to approve meeting minutes made by: Suzy Fountaine

Motion seconded by: Tracy Anspach

Motion: Passed

OLD BUSINESS

The meeting started with an introduction from Deb and Carolyn

NEW BUSINESS

1. Communication with members (Subject to change, as needed.)
 - o The Transportation Committee is committed to be as transparent as possible to all HMC members.
 - o Back and forth Email communications between members and the Transportation Committee may be made via myherronisland@gmail.com
 - o Go to Meeting will be used for members wishing to attend meetings virtually provided there will be Internet access available at the time of the meetings.
 - o Documents will be kept in Dropbox and shared with committee members. An explanation of what Dropbox is and how it will be an asset to the Committee was given. Committee members will receive an online link to join the Transportation Committee's shared folder.
 - o Information for all HMC members will be posted on
 - The Herron Island.org website
 - The Beachcomber
 - Facebook
 - Email from myherronisland@gmail.com

2. Communication with Board
 - Reports of each meeting will be emailed to HMC Board the Tuesday before each scheduled monthly Board meeting presented to the Board at each scheduled monthly HMC Board meeting by Transportation Committee officers
3. Meeting Minutes
 - Meeting minutes will be taken at each meeting, and approved by the Transportation Committee at the following meeting
 - Minutes will be submitted to Island Manager and HMC Board within 48 hours of approval by Committee Chair person
 - Recommendations and report will be submitted to the Island Manager by the Tuesday before the HMC Board meeting following the committee meeting
4. Conflict of Interest

We, as a committee, agreed if at any point there is a concern a member or members of the committee may have a conflict of interest, the concern will be addressed
5. Discussion of Meeting Times
 - Meetings will begin at 2:00 pm on the same day as the regularly scheduled monthly HMC Board meeting
 - Go to meeting will be used for members wishing to meet virtually, if Internet access is available
 - Call-ins for virtual use must be received within the first half hour of the meeting (by 2:30 pm)
 - Meetings will be limited to 90 minutes
6. Discussion of Charter
 - Co-chair Carolyn Anspach read the draft charter
 - Inputs were made, changes agreed upon
 - A motion was made to accept the revised charter by Deb Kraft. The motion was seconded by Sue Brentson. The motion passed.
 - The revised final Charter will be filed in the Dropbox shared folder and submitted to the HMC Board via email within 48 hours after the Transportation Committee meeting is adjourned

END

Meeting Schedule End: 3:30 pm

Meeting Actual End: 4:00 pm

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Revise and present Final Charter to the HMC Board within 48 hours of end of Transportation Committee meeting via email.	Deb Kraft	3/14/2016
Links to Dropbox sent to Committee members.	Suzy Fountaine	3/21/2016

DECISIONS MADE

Decision 1: If at any point there is a concern a member or members of the committee may have a conflict of interest, the concern will be addressed.

Decision 2: Meetings will begin at 2:00 pm on the same day as the regularly scheduled monthly HMC Board meeting

Decision 3: Meetings will be limited to 90 minutes

NEXT MEETING

Location: Herron Island Community Center

Date: April 9, 2016. (Subject to change due to installation of docks)

Time: 2:00 pm (Subject to change due to installation of docks)