

# DELAWARE COUNTY TRANSIT BOARD

## BOARD MEETING

### MINUTES OF April 20, 2011

#### 1) The DCTB Chair called the meeting to order and the roll was taken as follows: (11-04-01)

Joe Clase, Chair  
 Tom Jones, Vice-Chair  
 Erwin Dugasz, Secretary  
 Boots Sheets  
 Tim Dodge  
 Ed Helvey  
 Roger VanSickle  
 Denny Schooley, Executive Director  
 Crystal James, Administrative/Operations Manager  
 Ginny Berry, Marketing and Public Relations Specialist  
 Richelle Fout, Financial Analyst  
 Stephanie Cameron, Office Administrator  
 Kristi Dalton, HR Coordinator

It was moved by     Roger     and seconded by     Tom     to excuse the absences.  
(11-04-01) Motion     passed    .

#### 3) Public Comment

There were two members of the public present. They did not wish to address the board, only to observe.

#### 4) Approval of Consent Agenda (11-04-02)

It was moved by     Tom     and seconded by     Boots     to approve the Consent Agenda  
(11-04-02). Motion     passed    .

#### 6) Status Reports

- a) **Operations Report**  
Crystal had nothing to add
- b) **Mobility Management**  
Crystal added that the Travel Training Program Brochure was complete, and that they're currently accepting applications for Volunteers for this program.
- c) **Marketing Report**  
Ginny added how well the school presentations went ; also about the new rider stories that we will be featuring on our website.
- d) **HR, Safety, Training and Risk Management**  
Denny reminded the board members of the Bi- annual staff training on May 14<sup>th</sup>, and that board members are welcome to attend.

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e) **Financial Report**

**7) Action Items**

a) **Approval of Rotary Membership (11-04-03)**

It was moved by  Roger  and seconded by  Ed  to approve Rotary Membership.  
(11-04-03) The motion  passed .

b) **Approval of Procurement Card Increase (11-04-04)**

It was moved by  Ed  and seconded by  Tom  to approve the  
Procurement Card Increase . (11-04-04) The motion  passed .

**8) Discussion**

a) **Business Plan Update- Goals / Strategies**

Denny spoke about setting goals for the future. Prices of everything are going up and trying to maintain our affordability for all riders is very important. Joe also added that he would like to have MORPC come to the next month's board meeting to do a presentation for the board and staff.

**9) General Updates**

There was nothing more to add.

**10) Adjourn**

- i) **There being no further business to transact,  Ed  moved to adjourn the meeting with  Tom  seconding the motion. Meeting was adjourned at  8:28  P.M.**

