

**CONNECT TRANSIT
BOARD OF TRUSTEES BOARD MANUAL COMMITTEE
PROCEEDINGS OF MAY 15, 2014**

The meeting of the Board of Trustees Advocacy Committee of Connect Transit was held at the Connect Transit Board Room #135, 351 Wylie Drive, Normal, Illinois 61761 on at 5:15 p.m.

TRUSTEES PRESENT: Judy Buchanan, Chairman
Vice Chairman, Bill Wilson

TRUSTEES ABSENT: John Thomas

STAFF PRESENT: Andrew Johnson, General Manager
Julie Phillips, Executive Assistant ó Labor Relations

The meeting was called to order by the Chairman at 5:15 p.m. Roll call was taken.

Chairperson Judy Buchanan opened the meeting by stating that the purpose of the meeting was to develop a board manual for board members. Andrew Johnson, General Manager had provided some examples of a *Table of Contents* from other Transit Systems. It was her hope that the examples would provide guidance for the Committee to create a *Table of Contents* for Connect Transit's Board Manual at this meeting. The meeting would focus on what information should be included in the manual.

Trustee John Thomas arrived at 5:17 p.m.

Chairperson Buchanan stated that she had created a list of items that she believed important to include in the manual. One of those items was a confidentiality statement. Often times a Board member does not know when they should provide information about Connect Transit business or when questions should be deferred to Connect Transit staff members.

Vice Chairman Bill Wilson agreed. A Board member would need to know how and when to personally address the media and general public, as well as when and how to respond to social media and letters to the editor, etc. He noted that it would be impossible to anticipate all types of situations but a guideline would be helpful.

Chairperson Buchanan stated that the creation of a media statement had been previously discussed. Mr. Johnson responded that he was currently working with the Community Relations Manager on crafting a media statement.

Discussion continued regarding a list of items that would be helpful in a board manual. Those items include, and in no particular order:

1. A Code of Conduct
2. List of Trustees
3. Meeting dates and number of meetings

4. Role of the General Manager
5. Intergovernmental Agreement
6. By-Laws
7. Personnel Policies
8. A list of policies that the Board takes action on
9. Goals of the General Manager
10. The Riderø Guide
11. Information regarding the Open Meetings Act (OMA)
12. Information regarding the Freedom of Information Act (FOIA)
13. How funds are received and budget (Funding/Budget 101)
14. The Annual Report
15. Concerns regarding liability of Board Members
16. Statement of Economic Interest
17. Roles of Board Members, i.e. terms, selection, etc.
18. Organization Chart
19. Major policy roles
20. Conflict of Interest
21. Abstaining from Votes
22. Quorums

General Manager Andrew Johnson left at 5:54 p.m.

Chairperson Judy Buchanan instructed staff to gather all of the information discussed to be included in the board manual, categorize it and create a *Table of Contents*. The Committee would meet in the future for review and discussion.

There being no further business, the meeting was adjourned.

Time: 5:54 p.m.

Julie Phillips, Executive Assistant ó Labor Relations