**ALTRAN MINUTES**

**December 17, 2024 Altran Office Munising, MI**

**Call to Order**

The meeting was called to order by Jerry Doucette at approximately 11:02 am

**Roll Call**

Members Present: Members Absent: Staff:

Marianne Laskay Victoria Petruske Cecily Keur

Jerry Doucette Erich Fix

Cathy Pullen

Dan Malone

**Approval of Agenda**

**MOTION-** Malone made a motion to approve the agenda with adjustment. The date of the next meeting was edited from September 17 to January 21. Doucette supported approval of agenda with correction.

Ayes- Laskay, Doucette, and Pullen. Nays- None. Absent-Petruske.

**Public Comments**

None.

**Approval of Minutes-October**

**MOTION-** Malone made the motion to approve the minutes supported by Laskay.

Ayes- Laskay, Malone, Doucette, Pullen, and Petruske. Nays- None. Absent- Petruske.

**Review of Expenditures-October + November**

**MOTION-** Laskay made the motion to not approve the expenditures as presented, and review the Expenditures again at the next meeting, supported by Pullen.

Ayes- Laskay, Doucette, Pullen, and Malone. Nays-None. Absent- Petruske.

**Review of Financial Report-October + November**

**MOTION-** Laskay made the motion to not approve the Financial Reports as presented, and review the Financial Reports again at the next meeting, supported by Pullen.

Ayes- Laskay, Doucette, Pullen, and Malone. Nays-None. Absent- Petruske.

**Director’s Report**

1. Director’s Report
	* 1. Termination of finance manager – Decision approved.
		2. Working on transferring all account access – Passwords to accounts had been changed and withheld by previous finance manager.
		3. New hire finance management – Cecily Keur Hired.
		4. New hire part time dispatcher, seasonal driver/dispatcher – Not found yet.
		5. RTF projects – Waiting for approval for procurement for new computers. Also waiting for new break lathe.
		6. Board term renewals– Must review bylaws, revist at January meeting.
		7. Christmas lights tour for Medilodge and judges.
		8. Waiting for approval from Dean on RFQ’s brake lathe and computers.

Questions: Jerry Doucette, “How much for the brake lathe?” Erich Fix “$13,000”

1. Correspondence
	1. Don Wyatt resignation letter 25 years of service
	2. Board meeting dates and times for 2025.
2. Committee Reports – None
3. Old Business – None
4. New Business
	1. Working with Chuck Lindstrom for guidance on annual application – Making sure budget is correct and followed up with.
	2. Use of fare boxes on all buses to reduce accounting errors – This is required for MDOT compliance.
5. Public Comments- None
6. Board Comments
	1. Thank Erich Fix for organizing a successful Christmas party on December 14.
	2. Doucette apologized for being unable to attend the Christmas party.
	3. Thanked Cecily for joining the team as the new finance manager.
7. Next Meeting Date-December 17, 2024-11:00 a.m.
8. Adjournment

**MOTION-** 12:05 am meeting adjourned- Malone made motion to adjourn, supported by Laskey.

Ayes-Laskay, Doucette, Pullen, and Malone. Nays- None. Absent Petruske.

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Signature- Chairperson Date