



# Rural Community Transportation, Inc.

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*"COMMUNITY IS OUR MIDDLE NAME"*

RCT Board of Directors Meeting  
Monday, October 10, 2022 at 9:00 a.m.  
Video and Teleconference

Present: Doug Morton, Emily Rosenbaum, Carole O'Connell, Dan Sherman, Jonathan Davis  
Clerk: Amy Obenauf  
Guests: Caleb Grant, Tasha Wallis, Kitty Toll, Tim Bradshaw

Meeting called to order at 9:06 a.m. by Emily Rosenbaum.

1. Introductions, Opportunity for Public Comment, and Modifications to the Agenda. No members of the public for comments. All present introduced themselves.
2. Approval of Board meeting minutes of September 12, 2022. Carole made a motion to approve the minutes of the September 12, 2022 minutes, second by Dan. All in favor, none opposed, minutes approved.
3. Questions on Written Reports:

VTrans Update. Tim clarified for new members the meanings of several acronyms in the VTrans report representing the names of vendors and organizations. Tim noted that Caleb Grant and he have been working together closely in the areas of procurement and the early phases of microtransit, with the first concern being the replacement of the Morrisville Loop route with microtransit serving Morrisville-Hyde Park. Kitty asked what we can learn about GMT's implementation of microtransit. Tim confirmed that those outcomes have played a role in planning for the other transportation organizations in the state. Kitty asked for clarification about the definition and role of microtransit as it is currently begin considered. Tim outlined the model and how it would be modeled after Uber/Lyft but using organization vehicles designated to serve a small area based on demand.

Financial Update. No questions.

Executive Director Update. No questions.

Personnel Committee: No meeting this cycle.

Marketing Committee: No meeting this cycle.

Nominating Committee: Kitty Toll was nominated by the Town of Danville to serve on the Board. Tasha Willis has been recommended by the Lamoille County Planning Commission to serve on the Board. Dan made a motion to nominate both individuals to be appointed to the Board, second by Doug. All voted in favor, none opposed, Kitty Toll and Tasha Willis appointed to the RCT Board of Directors.

Kitty asked about the need for Board members to sign a form agreeing to abiding by bylaws. Emily noted that all members will need to sign this per the beginning of the calendar year.

Finance Committee. No update.

4. Process for Executive Director evaluation and expectations. Emily and Jonathan noted that at the Board retreat, the Board discussed the need to both define expectations for the ED and define the process for evaluation. Kitty noted that a year may be a long time to push off any issues and a former discussion mid-year may be beneficial. Jonathan noted that at the six-month mark, it would be the ideal time to develop objectives, once the ED has had a chance to develop a full understanding of RCT and his goals for RCT for the coming year. Tasha reiterated that the Board hearing from Caleb about his goals and observations would be helpful. Dan noted that Caleb could include this feedback in his monthly executive director's report. Caleb suggested the quarterly grant progress report would be an additional valuable tool. Doug redirected the focus of the conversation toward the metrics aspect of evaluation.

Emily asked if Caleb would be able to present in November and December a draft of metrics. Emily asked if Caleb would be able to meet in early January and present a draft in early February at the Board meeting of those metrics with an eye toward formalizing at the six-month mark a framework for ED evaluation.

Process decided:

- December: Caleb provide buckets of metrics
- January: Emily & Caleb discuss measurables
- February board meeting: draft of measurables
- March board meeting: six month conversation including approving measurables

5. Board role in fundraising. Caleb noted that local match dollars will be a challenge moving forward, with several large projects pending and small capital requests made of VTrans needing that local match. He noted that it would be the role of the Board

to pursue community-based opportunities for funding. Tasha asked if Caleb has collaborated with similar organizations facing the same challenging to gain ideas. Caleb noted that many have modeled their agencies on the town appropriations model, while others have pursued fundraising in other ways, something that is often easier in other areas of Vermont. Tim noted that RCT should consider support from local businesses above and beyond pursuing town appropriations, as well as sponsorships physically on the buses. The E&D program is self-sufficient in generating in-kind dollars. There are unique ways to generate local contributions, but it is a challenging process. One transit organization also pursues individual contributions and philanthropic donations. Doug asked Caleb to clarify his vision of the extent of grant funding and raising matching dollars that should be pursued. Emily asked that Caleb address in the January Board meeting his vision and ideas as they've solidified. Amy reviewed the current situation and structure of the town appropriations process. Tasha asked that the Board be provided with an overview of that process, the towns involved, and the status. Amy noted that Jessy Pelow can provide that to the Board and will do so this week.

Decided:

- Caleb will bring more concrete fundraising ideas to the January board meeting
- Jessy will provide board with an overview of the town funding process.

6. Determination of Need for Executive Session per 1 VSA 313(a)(5)\*. Carole made a motion that need exists for Executive Session in order to discuss the state of the fleet. Second by Dan, all approved. Jonathan made a motion to enter Executive Session, second by Dan, all approved. Executive session entered at 10:04 a.m. Executive session exited at 10:16 a.m.
7. Other Business. No other business.

Adjourn.\* Jonathan made a motion that the meeting be adjourned; Carole seconded the motion. All approved, meeting adjourned at 10:17 a.m.

Next Meeting: November 14, 2022.

\*Action item and/or Board Vote



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Emily Rosenbaum, President

November 14, 2022

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Date