

Committee name: Appleton Transit Development Plan Steering Committee

Date: 5.3.18

Location: United Way Fox Cities (1455 Midway Rd, Menasha, WI 54952)

Minutes taken by: KE

Attendees:			
Ron McDonald	Carol Kasimor		Robert Verkins
Jerry Chapa	Connie Kanitz		Rick Dentienne
Mary Dorn	Dan Flannery		Amie Bastian
George Dearborn	Don Merkes		Tony Brown
Debra Ebben	Shannon Gerke Corrigan		Holly Keenan
Amy Erickson	Rhonda Hannemann		Nick Musson
Tony Gonzalez	Joel Gregozeski		Kolin Erickson
Ken Usterbowski	David Kress		

Topic	Facilitated by:	Discussion	Actions
Welcome & Introductions	Nick Musson	Introductions were made by all in attendance. Minutes were approved from April 5, 2018 meeting.	1 st : Dan Flannery 2 nd : Rick Dentienne
Personal Testimony	Rhonda Hannemann	Rhonda Hannemann of United Way Fox Cities provided an overview/history of the Connector Service which it works with in partnership with Valley Transit. The Connector primarily provides employment transportation.	
Outreach Strategy	Nick Musson	Reviewed outreach strategy to be implemented by SRF Consulting from June 5-7. ECWRPC will also be assisting with some outreach. Major elements include: Open Houses, Focused Interviews, Pop-Up Meetings, Community Survey, Field Observations and Social Media. The committee provided input on additional entities to get input.	ECWRPC will compile list of places/organizations and review with VT staff and send revisions to SRF

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Review Draft Mission/Vision	Nick Musson	Reviewed draft vision and mission statements with the committee. Committee provided input and suggestions on both vision and mission statements.	ECWRPC will revise vision and mission statements to include in the planning process
Review Draft Objectives	Nick Musson	Committee worked in small groups to review/update draft objectives for the plan. Objective themes included: Expansion, Technology, Perception/Education/Marketing, Service Enhancements, Funding and Partnerships	ECWRPC will compile notes from each group and develop a technical memo for committee to review at a future meeting.
Next Steps & Homework	Nick Musson	Next meeting will be June 7 th (City of Menasha-City Hall) Homework: Valley Transit provided bus passes and maps to the committee; homework is to make a trip with the bus and complete it within the next few months.	ECWRPC will create and send out a quick survey for riders to get their feedback. Will work with VT to develop survey questions.