

**FINAL ADOPTED**

**CHARTER**

**GREAT LAKES INTERNATIONAL TRADE AND TRANSPORT HUB  
STEERING COMMITTEE**

**1. Name.** The name of the steering committee shall be the Great Lakes International Trade and Transport Hub (GLITTH) Steering Committee (the “Steering Committee”).

**2. Objectives of the Great Lakes International Trade and Transport Hub.** The objectives of the GLITTH are to:

- Identify and promote opportunities to increase the product flows and related value added activities, improve economic development and create jobs within the Michigan, Ohio, and Ontario region via supply chain management innovations.
- Collaborate with the regional economic development organizations to develop and communicate a common and integrated vision to those organizations involved in supply chain planning, management, and execution.
- Collaborate with governmental entities to create and refine legislation and policies to attract and facilitate supply chain planning, management, and execution activities.
- Interact with industry to identify bottlenecks and constraints to effective supply chain planning, management, and execution activities.
- Review and comment on Federal, State, and Provincial resource allocation proposals involving supply chain and transportation infrastructure investments.
- Measure progress associated with achieving the economic development and job creation benefits.

**3. Statement of Purpose.** The purpose of this Steering Committee shall be to provide expertise, resources and support for the following work streams associated with the GLITTH:

- Economic Development
- Industry Collaboration
- Assets and Infrastructure Integration
- Policies and Strategic Business Plan
- Marketing and Communications
- Talent and Education

Economic Development may be categorized into initiatives related to the Halifax Corridor, Montreal Corridor, cross-border interchange, supply chain management pilots, point of origin for international opportunities, airport based activities, and industry collaboration. More information is being sought on these initiatives. For now, we can specifically address the Halifax corridor, Supply Change Management Pilots, and Industry Collaboration.

### **Halifax Corridor**

The following activities begin implementation of the next steps discussed and debated at the “Global trade and Transportation: Next Steps” conference held on June 19 to 21, 2011 in Halifax, Nova Scotia, Canada (the “Halifax Conference”):

- Continue the connections made between and among the participants in the Halifax Conference and foster dialogue concerning the challenges and research questions presented at the conference.
- Identify methods that the Halifax Conference participants might continue to share and exchange assets, such as skills, knowledge, and contacts to advance the connections.
- Record and distinguish between the most immediate steps that can be taken and the longer view of what is needed to move the connection between Halifax and Michigan to a level of significant operation by creating the Great Lakes International Trade and Transport Hub (the “Great Lakes Hub”).
- Build an ongoing communication network among the Halifax Conference participants interested in moving the implementation of the Great Lakes Hub forward.
- Guide the collection of data and the building of a business case for the Great Lakes Hub.
- Plan and steer the reconvening of the Halifax Conference participants for future events at varied locations, the earliest being the Fall of 2011.
- Take overall responsibility for the feasibility assessment, business case development, and achievement of the desired outcomes for the Great Lakes Hub.
- Do all things necessary and reasonably expedient to make the Great Lakes Hub a reality.
- Foster business development within the Great Lakes Hub.
- Keep policy makers at all levels of government informed of the efforts of the Steering Committee and the business case developed.

### **Supply Chain Management Pilots**

Economic development activities associated with the supply chain pilots include 1) review piloting value proposition with representatives from firms and development authorities, 2) identify firms and firm demographics that might be interested in having support to identify and refine their value proposition for regional supply

chain activities, and 3) complete end-to-end integrated supply chain value proposition for pilot company. The following approach or methodology lists the activities which pertain to supply chain pilots:

- Identify pilot company candidates
- Explain value proposition to pilot company
- Complete value proposition evaluation by analyzing pilot company's end-to-end supply chain
- Positive value proposition to use region as a Hub and proceed towards implementation
- Implement pilot approach and monitor value with key metrics

### **Industry Collaboration**

- Create an industry advisory board of supply chain, international trade, and transportation representatives to provide input and review Great Lakes Hub strategies and plans.
- Provide regular forums to discuss Great Lakes Hub plans and develop feedback to guide future planning and policy making.
- Guide in the development of position papers regarding legislative policy and infrastructure development.

**4. Approval Responsibility of the Steering Committee:** The Steering Committee is responsible for approving the major elements of the Great Lakes Hub, such as:

- Planning and implementing conferences and gatherings among the Halifax Conference participants and others who may be asked to join in the effort.
- Development of a business case and plan for the creation and operation of the Great Lakes Hub.
- Prioritization of Great Lakes Hub objectives and outcomes identified in a business plan.
- Deliverables identified in the business plan.
- Any established budget.
- Scheduling of every nature.
- Project management and quality assurance.
- Marketing and public relations.

**5. Membership – Initial, Additions and Withdrawals:** The Steering Committee shall consist of the following “Initial Members” appointed by the Charter sponsors from the following organizations:

- Dalhousie University
- Detroit Regional Chamber
- Economic Development Alliance of St. Clair County
- Foster Swift Collins and Smith PC
- Genesee Regional Chamber of Commerce
- Lansing Regional Chamber of Commerce
- Michigan Economic Development Corporation
- Michigan State University
- Prima Civitas Foundation
- Provinces of Canada
- State of Ohio
- I-69 International Trade Corridor

Specific individuals developing and serving on start-up committees from the respective organizations are noted below:

<u>NAME</u>	<u>AGENCY</u>
Ann Marie Schneider	Michigan State University, Canadian Studies
Carolyn Gawlik	Detroit Regional Chamber
Daniel Lynch	Dalhousie University, Centre for International Trade and Transportation
David Hollister	Prima Civitas Foundation
David Lick	Foster Swift Collins & Smith PC
Dawn Pysarchik	Michigan State University, International Studies and Programs
David Closs	Michigan State University, Broad Business School
James Smiertka	Prima Civitas Foundation
Janice Karcher (alt Justin Sprague)	Genesee Regional Chamber of Commerce
Dan Casey	Economic Development Alliance of St. Clair County
Marietta Baba	Michigan State University, College of Social Science
Roger Hamlin	Michigan State University, Institute for Public Policy and Social Research
Scott Greenlee	Michigan Economic Development Corporation

The Steering Committee shall have a Chair, or Co-Chairs, Vice Chairs, a Secretary, and, if needed, a Treasurer as officers elected at an annual meeting of the Members in September of each year. The first annual meeting shall be held in 2012.

Vice Presidents, as needed to coordinate program areas or committees, may be elected.

The initial officers of the Steering Committee shall be appointed by the Sponsors; however, after the Steering Committee is established, officer positions and appointments shall be made by the Steering Committee at any meeting to serve until the next annual meeting.

The Initial Officers are: David Hollister, Chair, AnnMarie Schneider, Vice Chair; Daniel Lynch, Vice Chair; James Smiertka, Secretary.

Subsequent to the Effective Date of this Charter and the identification of the Initial Members, other members (“Members”) may be added, and vacancies filled, upon the affirmative majority vote of the Members at any duly noticed meeting of the Steering Committee, a quorum being present. Selection of Members is totally discretionary.

A Member may withdraw from membership upon written notice to the Chair.

The absence of any Member for three consecutive meetings will result in automatic removal from the Steering Committee.

**6. Role of Steering Committee Members:** It is intended that the Steering Committee leverage the experience, expertise, and insight of key individuals at organizations committed to building professionalism in the management of the Project. Steering Committee Members may not be directly responsible for managing Project activities, but will provide support and guidance for those who do. Thus, individually, Steering Committee Members should:

- Understand the strategic implications and outcomes of initiatives being pursued through Great Lakes Hub outputs.
- Appreciate the significance of the Great Lakes Hub for some or all stakeholders and represent their interests.
- Be genuinely interested in the initiatives and be an advocate for the outcomes being pursued in the Great Lakes Hub.

In practice, the above mean that Steering Committee Members should review the status of the Great Lakes Hub and ensure that the outputs meet the requirements of the key stakeholders. Conflicting priorities and resources should be balanced. Steering Committee Members should consider all ideas and issues raised, provide guidance to the Great Lakes Hub teams, and check adherence to standards of best practice. Further, positive communication both inside and outside of the Steering Committee should be fostered.

**7. Officers:** The following are the officers of the Steering Committee; however, other officer positions may be created by the Steering Committee as needed.

The Chair shall guide the Steering Committee; set goals and objectives; set the calendar, activities, and meeting agendas; follow through on action items; and preside over meetings.

Vice Chairs shall serve as Co-Chairs in the absence or disability of the Chair and shall assist in the performance of the duties of the Chair as agreed upon with the Chair.

The Secretary shall keep the minutes and records and assist with communications.

The Treasurer, if the office is established, shall be responsible for the financial records and accounting of the Steering Committee.

Vice Presidents shall coordinate program areas, committees, or initiatives.

**8. Meetings:** Roberts Rules of Order shall be followed in Steering Committee meetings.

Meetings may be called by the Chair or Co-Chair, Vice Chair, or any three Members.

A majority of the duly qualified Members of the Steering Committee present in person, telephonically, or electronically, at a meeting are necessary for a quorum. Except as otherwise provided in this Charter, an affirmative majority vote at a meeting, a quorum being present, is required for approval of any action.

The Steering Committee shall meet monthly or as required to keep track of issues and Project implementation.

Meetings using electronic or telephonic means are permissible for all purposes.

Actions without a meeting may be approved by written or electronic consents; however, in such cases a two-thirds affirmative vote of all Members is required.

The agenda of each meeting shall include:

- Minutes
- Additions to agenda
- Review of previous actions
- Overall Project status
- New issues
- Project changes
- Budget
- Milestone review
- Deliverable acceptance

- Accomplishments
- Plans for next period
- Outstanding issues
- Specific requests
- Other
- Next meeting

**9. Committees:** The following Standing Committees are hereby established to support the GLITTH work streams and supporting work program:

- Economic Development
- Assets and Infrastructure Integration
- Policies and Strategic Business Plan
- Media, Marketing and Communications
- Talent and Education
- Conferences and Workshops
- Funding

Each Standing Committee is to be chaired by a Vice President.

The Steering Committee may create Ad Hoc Committees at any time.

**10. Measurements:**

The success of the GLITTH will be monitored by the following metrics:

- Number of new jobs created by industry (Both Direct & Indirect jobs)
- Economic activity benefits by industry (Dollars)
- The number of new businesses attracted
- Business retention rate (New and Existing)
- Investment amounts with ratio: Public vs. Private
- Inbound/Outbound shipments (Volume and Value)

**11. Miscellaneous:**

- The financial year of the Steering Committee shall be the calendar year.
- An annual budget shall be prepared.
- An annual report shall be published.
- Meeting notices shall be in writing or by electronic means with a

- minimum of three days advance notice.
- This Charter may be amended at a duly called and noticed meeting of the Members by an affirmative majority vote, a quorum being present.
- An affirmative two-thirds vote of the Members at a duly called and noticed meeting, a quorum being present, is necessary for dissolution of the Steering Committee.
- Any notice required or permissible is sufficient if mailed, personally delivered, or electronically sent.

THIS CHARTER IS DECLARED EFFECTIVE THE 19th DAY OF August, 2011 (the "EFFECTIVE DATE") BY THE SPONSORS SIGNING BELOW.

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