

DTA
Dakota Transit Association
Board Minutes, Zoom Video Meeting
May 4th and May 8th, 2020

CALL TO ORDER:

On May 4, 2020 the Board of Directors meeting was called to order by President Brian Horinka at 10:00am via Zoom. The agenda was emailed prior to all board members.

ATTENDANCE:

Randy Hartman
Brian Horinka
Karrie Mikkelsen
Ali Rood
Terry Hoffman
Kathy Holman
Tom Wanttie

STAFF PRESENT:

Jacqueline Senger, Executive Director

BOARD MINUTES:

Board minutes are available on the Dakota Transit Association (DTA) website.

APPROVAL OF FINANCIALS:

Brian Horinka/Tom Wanttie made a motion to accept the Balance Sheet and the Profit & Loss financial reports: Motion carried.

2020 FALL CONFERENCE, WATERTOWN, SD:

DTA board members are monitoring the Coronavirus (COVID-19) situation very closely and are working diligently to find the best solution for the 2020 DTA Roadeo & Conference during this pandemic situation. With that being said, maintaining the safety and well-being of all DTA members as we move forward in planning the DTA Roadeo & Conference is of utmost importance.

Discussion was held pertaining to the upcoming DTA Roadeo & Conference that is to be held in Watertown, SD in September 2020. Suggestions were to cancel the roadeo and conference altogether, cancel the roadeo and offer a shorter version of the conference in a more central location, or proceed ahead as usual with the roadeo and conference. Jacque informed the board that the Ramkota Hotel and Watertown Event Center will allow us to cancel, at no cost, two weeks prior to the conference. It was decided to send out a Survey Monkey to get some feedback from the membership immediately following this meeting and we will let the feedback from the survey guide us in our decision making

process. Also, Jacque will contact the NDDOT and the SDDOT for any thoughts and opinions on the upcoming DTA Roadeo & Conference following this meeting.

At this time, CTAA has postponed their Expo until November 2020 and the Minnesota Public Transit Association has cancelled their roadeo but will proceed for now as planned to hold their conference which is scheduled for October 2020.

Being able to sustain the roadeo and conference financially is going to be an issue during this pandemic as some vendors are not going to be able to attend due to budget constraints and travel restrictions. Vendors at this time that plan on attending are Cobbs Allen, Foreman Sales, Arboc, Surcom, Altro, and Ecolane. Approximately 10 vendors that have attended in the past are done traveling for the year including Q'Straint and AMF-Bruns. Vendors that are undecided are Firstnet Solutions and Gerflor. A letter to vendors who attended the 2018/2019 vendor show is going to be sent out following this meeting to see if we can depend on their support/sponsorship for the 2020 vendor show.

DTA WEBSITE:

Changes to the DTA website are almost complete.

DTA AUDIT:

The DTA Audit has been completed. The DTA president will now be approving the DTA Executive Director's request for all travel expenses. The Conference Agenda/Board Minutes will now need to be attached to all board member's reimbursements forms. The DTA insurance policies will now go into effect July 1 through June 30 of each year. Meal rates for all board members and DTA staff will remain as is as this was a recommendation and not a requirement to warrant change.

BOARD TERMS:

Ali Rood's last board term will expire in 2020.

Board meeting will resume Friday, May 8, 2020 via Zoom.

SURVEY MONKEY RESULTS:

We have received 40 out of 67 surveys back. Out of the 40 surveys received 14 want us to continue with plans to have the roadeo and conference, 9 want us to scale back the conference to 2 days without the roadeo, and 17 want us to cancel altogether and resume again next year.

NDDOT:

Becky's response to if we cancel our 2020 DTA Conference, will this affect our 5311 request? "If you cancel this year, it will not affect your FY2021 award. We will reimburse for the current expenses occurred to date as always and the current contract will close on June 30. Remaining money will not be extended into next year."

SDDOT:

Jack's response to if we cancel our 2020 DTA Conference will this affect our 5311 request? "This money (RTAP) is appropriated for the education and training of Transit providers. If the conference is

cancelled, what will DTA do to educate and train? Some kind of alternative service for the agencies needs to be provided in order for the SDDOT to continue RTAP payments.”

WEBINARS:

Discussion was held on having webinars throughout the year if the conference should happen to be cancelled.

REGISTRATION FORMS:

Registration forms will be available on the DTA website with a note stating that if we have to cancel the agencies will be reimbursed.

INFORMATION:

Information will be available on the DTA website, Facebook, and the Tidbit to inform members how we are coping with the pandemic and what are plans are going to be moving forward.

PRINTER:

Brian Horinka/Kathy Holmen made a motion to allow Jacque to spend up to \$300 on a new printer:
Motion carried.

The next board meeting will be June 1, 2020 at 10:00am via Zoom video conference. Tom Wanttie/Brian Horinka made a motion to adjourn the meeting: Motion carried.

Respectfully submitted,

Karrie L. Mikkelsen
Secretary