

**DTA**  
**Dakota Transit Association**  
**Board Minutes, Jamestown, ND**  
**November 9 and 10, 2020**

**CALL TO ORDER:**

On November 9, 2020 a Board of Directors meeting was called to order by President Tom Wanttie at 1:30pm in the conference room at the Quality Inn Hotel.

**ATTENDANCE:**

Brian Horinka  
Adam Sharkey  
Terry Hoffman  
Kathy Holman  
Tom Wanttie  
Erin Humphrey  
Karrie Mikkelsen-VIRTUAL

**STAFF PRESENT:**

Jacqueline Senger, Executive Director

**APPROVAL OF BOARD MINUTES:**

Terry Hoffman/Kathy Holman made a motion to accept the minutes from September 11, 2020, September 14, 2020, and September 15, 2020: Motion carried.

**APPROVAL OF FINANCIALS:**

Brian Horinka/Terry Hoffman made a motion to discuss the financial reports at the general membership meeting: Motion carried.

**CONFERENCE 2020:**

The vendor show was a great success with a total of \$15,350 being brought in. All vendor sponsorships have been paid at this time. 25 vendors were in attendance this year, In 2019 there were 20 vendors, 2018 there were 34 vendors, 2017 there were 25 vendors, 2016 there were 31 vendors, 2015 there were 22 vendors, 2014 there were 26 vendors, and in 2013 there were 27 vendors. Food and hotel costs were \$12,268.33. There were 33 Roadeo drivers that participated, 4 were from ND and all the rest were from SD. 40 Roadeo judges were in attendance. 24 drivers attended the professional training class on Sunday. There were 30 conference attendees. Speakers cost were \$2,271.81. Speakers lodging were \$554.95. Hallelujah Hooligans cost were \$554.95 plus \$300.00 donation. Linda Freeman costs were \$443.96. Board Lodging costs were \$4,185.87. A thank you card was sent to Barb Cline for sponsoring the Human Trafficking Awareness Training class. Karrie Mikkelsen/Brian Horinka made a motion to pay Carol Wright's expenses of \$557.45 if she doesn't get reimbursed from Easter Seals: Motion carried.

The Survey Monkey was discussed. There were a lot of positive comments. Most everyone who commented liked the Human Trafficking Awareness Training class that was a new addition on Saturday this year. Drivers mentioned that they liked the smaller groups. They felt there was more intermingling amongst each other and they commented that the Roadeo moved along a lot faster. New drivers mentioned wanting to come back next

year. Some drivers training topics that were mentioned for next year were security, peer conflicts, and dispatching certification.

### **PASS TRAINING:**

PASS training was discussed at great length. Brian Horinka/Adam Sharkey made a motion to table the PASS training discussion until more information can be gathered and brought to our next meeting so that we can make a better informed decision: Motion carried.

### **DTA AWARDS:**

Moving forward, no DTA award submissions will be considered if the criteria of the award has not been followed. No exceptions.

### **BY-LAWS:**

The president of the DTA board will now have to approve and sign the travel requests for the executive director.

### **WEBSITE:**

The new DTA website has gone live. As soon as the board can get together with Greg, the web designer, they will be trained on how to make changes to the website.

Brian Horinka/Kathy Holman made a motion to adjourn the meeting and reconvene tomorrow, November 10 2020 at 8:00am.

### **2021 DTA CONFERENCE:**

The 2021 DTA Conference & Rodeo will be held in Fargo, ND at the Delta Hotels by Marriott. The Rodeo and Conference dates are September 17, 2021 through September 21, 2021. Topics for speakers were discussed. Topics mentioned were Human Resources, Safety and Security, COVID-19, D/A training, the Importance of Pre-Trip Inspections, First Aid & CPR, Harassment Among Employees, Dispatch training involving software vendors, Technology, and ALSCE training. Brian will make contact with someone from the Transportation Security Administration. Adam will look into ALSCE training. Brian will also contact someone from Genfare and see if they have a generic presentation on fare collection from a technology stand point.

Having another panel discussion was addressed. Topics discussed were Policy Manuals, Resources for Raising Local Match, How to Find Grants, and Marketing. Jacque will contact Carol Wright for additional speaker topics.

The 2021 DTA Conference Title will be Facing the Challenges.

The board discussed Barb's proposal that we ask the vendors to sponsor awards. The board all agreed that this would be beneficial. Kathy Holman/Adam Sharkey made a motion to add sponsorship awards to the vendor booklet: Motion carried. Vendors will be able to sponsor one award or all of them with the exception of the Above and Beyond award which is sponsored by Q'Straint and the Outstanding Support Staff award which is sponsored by North Central Bus & Equipment. Driver of the Year will cost \$200 or \$400 for both states. Friend of Transit will cost \$75 or \$150 for both states. Agency of the year will cost \$75 or \$150 for both states. The Rodeo plaques will cost \$200 or \$400 for both states. The total to sponsor all awards will be \$1100.

### **BUS CON 2021:**

Dates have yet to be determined.

### **2023 DTA CONFERENCE PROPOSALS:**

Minot, ND and Jamestown, ND have both voiced interest in hosting the 2023 DTA Conference & Roadeo. At this time the Quality Inn Hotel in Jamestown has been ruled out as it is too small and the Gladstone Inn & Suites in Jamestown is closed for the time being due to COVID-19 so Jacque was unable to check out their accommodations. The Clarion Hotel and the Sleep Inn & Suites in Minot, ND have made contact with Jacque with their proposals.

### **2021 EXECUTIVE DIRECTOR'S CONTRACT:**

The executive director's 2021 contract was read to the board. Kathy Holman/Brian Horinka made a motion to accept the contract as read: Motion carried.

### **2021 BOOKKEEPERS CONTRACT:**

The bookkeeper's 2021 contract was read to the board. Brian Horinka/Terry Hoffman made a motion to accept the contract as read: Motion carried.

### **BOARD MEMBERS MANUAL:**

The board members manual was reviewed.

The next board meeting will be February 11<sup>th</sup> and 12<sup>th</sup>, 2021. It has yet to be determined whether it will be in person or virtual.

Kathy Holman/Terry Hoffman made a motion to adjourn the meeting: Motion carried.

Respectfully submitted,

Karrie L. Mikkelsen  
Secretary