

DTA
Dakota Transit Association
Board Minutes
Comfort Inn, Bismarck, ND
November 14 & 15, 2022

CALL TO ORDER:

On November 14, 2022 a Board of Directors meeting was called to order by DTA President Terry Hoffman at 1:24pm in the conference room at the Comfort Inn, Bismarck, ND.

ATTENDANCE:

Terry Hoffman
Kathy Holman
Brian Horinka
Erin Humphrey
Adam Sharkey (zoom)
Jordan Smith
Megan Gould-Stabile

STAFF PRESENT:

Jacqueline Senger, Executive Director

APPROVAL OF BOARD MINUTES:

Kathy Holman/Adam Sharkey made a motion to accept the September 16 and September 20, 2022 board minutes: Motion carried.

APPROVAL OF FINANCIALS:

Kathy Holman/Brian Horinka made a motion to accept the financial reports: Motion carried. Richard Garrity and Caryn Souza's speaker expenses are not in the financial reports as the financial reports were completed before the expenses were turned in. Richard Garrity's tentative invoice was \$6152.12. NDDOT and SDDOT will split the cost for this speaker. An error was found and the total invoice will only be \$3161.72. Caryn Souza's tentative invoice was \$2210. Her final invoice will be \$2710. The web marketing budget was lowered to \$2000. A discrepancy was found in the budget pertaining to RTAP. Jacque will check with the bookkeeper on this. The actual year to date has been put in the budget. The board appointed a budget committee made up of Erin, Megan, and Brian to review the last 5 completed years of actual expenditures and they will bring their thoughts and concerns to the board when this review is completed. This needs to be done by December 31, 2022. Brian Horinka/Erin Humphrey made a motion to table the approval of the budget report until the committee has a chance to take a look at the last 5 years and make some adjustments: Motion carried.

SAM.GOV:

DTA's registration in Sam.gov is still in the validation phase. DTA has to have active status in Sam.gov by December 31, 2022 in order to apply for funding over \$25,000.

MINOT MEETING:

DTA will be held in Minot in 2023. Jacque and Brian have met twice with the manager of the Sleep Inn Hotel & Suites. The Minot Visitor's Bureau was in attendance as well. All of the decisions have been made except for the food menu. The parking lot at the Sleep Inn was discussed as that is where the rodeo will be held.

SURVEY MONKEY:

Approximately 55 people received the Survey Monkey and DTA received 27 responses. Out of those 27 responses, 8 of them were the board. Discussion was held on the Survey Monkey being too vague this year. So are we getting the responses we need? Should we go back to paper evaluations or pay for a better Survey Monkey? Maybe we need to allow some time at the general membership meeting for evaluations. Adam will explore the option of utilizing a digital app.

AWARDS:

The DTA awards need to be revamped. Jacque will reach out to Caryn Souza and ask for assistance as CTAA restructured their awards a few years ago. Terry and Adam will also be involved with this process. Jordan will be calling DTA members asking what their thoughts are on the awards such as should we combine the awards and just do one award to the whole association or do we divide them up like we have been doing between ND and SD, also DTA would like some feedback as to why some agencies do not participate in the rodeo or conference at all.

TIDBIT:

The tidbit will remain as is; monthly.

2024 DTA CONFERENCE:

Brian Horinka/Kathy Holman made a motion to keep the Holiday Inn as the host hotel for the DTA Conference & Rodeo as planned: Motion carried.

DTA BOOKLET:

Discussion was held on only providing an electronic version of the DTA booklet. It would be made available on the DTA website. Members would be responsible for printing off their own booklet and bringing it to the conference. Savings would be approximately \$1000 if we discontinued the printed version.

AGENDA BOARDS:

Discussion was held on whether or not the agenda boards are necessary.

BLOG:

DTA is exploring the idea of implementing a blog on their website or Facebook page.

REGISTRATION FORMS:

Brian and Megan are going to update the registration forms. There were several complaints that the forms are too confusing. Some members would prefer to combine the conference, rodeo, and training forms into one page. Hand written forms will no longer be accepted.

AUDIT:

DTA is preparing to put their audit out for bids. DTA will put together a list of qualification's/duties the auditor will need to have.

2025 DTA CONFERENCE:

Jacque sent out an email to the ND agencies and asked who would be interested in hosting the 2025 conference. Four responses were received. Certain criteria needs to be met in order to have a conference in your town/city. Jacque has a few options to pursue.

2023 CONFERENCE TOPICS:

Procurement was discussed. After discussion the board recommends that the NDDOT and SDDOT provide their own procurement training due to the variety of procurements that are available and how each state does procurements differently. Terry and Brian will approach their DOT's about providing procurement training in the spring.

Other topics discussed: Budget/Finance, Pros & Cons with Electric Vehicles, Civil Rights (Title VI, ADA), Motivational Speaker, Written Communication, FTA, CTAA, and Roundtables.

Brian and Jordan will approach their contacts pertaining to electric vehicles, Terry and Jordan have motivational speaker contacts, Erin and Brian have contacts for budget and finance and Megan has a contact for Civil Rights.

Fire Extinguisher training will be the 4th station during the rodeo. Other training discussed pertaining to the drivers was "How to file a complaint following ADA", and drivers doing more for passengers than they actually should be; "If you do it for one, you do it for all."

2023 CONFERENCE TITLE:

"Gaining The Edge" will be the 2023 conference title.

ROADEO BANQUET:

The rodeo banquet will now become the DTA Awards Banquet. All of the awards will be given out at the Saturday night banquet. There will be Sunday morning drivers training beginning at 9:00am.

BOARD MEMBER SCHEDULE:

Jacque will put together a basic conference schedule for the board members.

EXECUTIVE DIRECTOR'S CONTRACT:

On 11-21-2022, a motion was made by Adam Sharkey and seconded by Megan Gould-Stabile to increase the Executive Director's current annual salary by 3%. Effective January 1, 2023 the annual salary will be increased from \$34,800 to \$35,844. A vote by email was held with all board members voting in favor of the wage increase. The following is a description of the action leading to the decision: It was brought to board president Terry Hoffman's attention on 11-20-2022 that the subject of Jacque Senger's annual salary as Executive Director of our board was not discussed in our last board meeting in Bismarck, ND on Nov. 14-15. Terry sent out an email this morning, Monday, Nov. 21, 2022, to all the current board members explaining the situation. Terry and vice president Adam Sharkey agreed we would send the email, go over the issue and ask for discussion and eventually a motion and a vote to either increase Jacque's wages or leave them at the current rate.

The email was sent asking for a motion to increase Jacque's wages by 3% increase for 2023. This is the same increase we have been giving on an annual basis. Adam Sharkey made the motion and Megan Gould-Stabile seconded the motion. Terry then asked for a vote of yes or no to approve the action.

Megan Gould-Stabile, Adam Sharkey, Brian Horinka, Kathy Holman, Jordan Smith, Terry Hoffman, and Erin Humphrey voted to accept the motion, making the vote unanimous.

Submitted by
Terry Hoffman, 11-21-2022

The next board meeting will be Monday, February 6, 2023 @ 1:00pm at the Comfort Inn, Bismarck, ND.

Brian Horinka/Megan Gould-Stabile made a motion to adjourn the meeting: Motion carried.

Respectfully submitted,

Karrie L. Mikkelsen
Secretary