

**DTA**  
**Dakota Transit Association**  
**Board Minutes**  
**Comfort Inn, Bismarck, ND**  
**February 6 & 7, 2023**

**CALL TO ORDER:**

On February 6, 2023 a Board of Directors meeting was called to order by DTA President Terry Hoffman at 1:00pm 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 (zoom)

**APPROVAL OF THE AGENDA & BOARD MINUTES:**

Brian Horinka/Kathy Holman made a motion to accept the agenda with the addition of “Succession Planning”: Motion carried. Brian Horinka/Erin Humphrey made a motion to accept the November 14 and November 15, 2022 board minutes: Motion carried.

**APPROVAL OF FINANCIALS:**

Kathy Holman/Adam Sharkey made a motion to accept the financial reports: Motion carried.

**AUDIT:**

Jacque had a conversation with Becky from NDDOT in regards to auditing. Becky said, “DTA does not need a formal audit. DTA does not reach the federal dollar threshold for an audit. DTA submits full receipts with every reimbursement request and DTA can be randomly selected by NDDOT’s audit section to have a NDDOT audit any year.” DTA was selected for an audit in the year 2020 with no findings just recommendations. It was agreed upon that the current CPA who performs DTA’s 990 tax and audit needs to have it completed and invoiced in a timely manner. Jacque and Terry will contact Harold Rotunda, CPA, in reference to this.

**BUDGET REVIEW:**

Discussion was held on the layout of the budget report and the financial reports. It was decided that a different report layout would be more beneficial. The record keeper is willing to change whatever the board feels is necessary to make all of the reports more user friendly.

Discussion was held on RTAP reimbursements and the discrepancies between the two states. Jacque will send the board the RTAP requests as she receives them so the board can look into this matter.

DTA's fiscal year is October through September. DTA's peak time for expenses and income is September and October causing an issue as DTA ends up with expenses occurring in one year and income not coming in until the following year throwing off the profit and loss statement, balance sheet, etc. DTA began in SD so DTA followed SD's fiscal year. The board agrees DTA would be better off following a calendar year, January through December, for their budget and financial reports. By changing to a calendar year it would give DTA three months after their busy time to receive all of their expenses and income in the same year. The board will review their By-Laws and see what it would entail to change DTA's fiscal year. This discussion will be brought to the general membership.

### **DTA MEMBERSHIP FORMS:**

At this time, Jacque has received 6 membership forms.

### **SPRING PROCUREMENT TRAINING:**

SDDOT will support whatever DTA decides to provide for a Spring training, however, it is questionable if there is significant time to proceed with a training this Spring.

### **DIGITAL APP:**

Adam and Brian attended The National Transit Workforce Conference in Washington, D.C. in December, 2022 and were impressed by their digital app the conference used. The app is called CVENT. Adam and Brian watched a demonstration of CVENT and presented it to the board. CVENT can customize the app to our needs. The board liked the idea of being able to have CVENT handle the registrations, payments, vendor information such as bios, pictures, awards sponsorships, break sponsorships, meals, Survey Monkey, DTA Conference & Roadeo schedule, speaker's bios and pictures, etc. The board's opinion is that a digital app would solve a lot of their organizational issues moving forward. Brian will check with CVENT and find out if they offer a one-year contract and what the cost would be. During this discussion Brian Horinka/Kathy Holman made a motion to increase all meal costs \$10 and increase all registration fees including vendor registration fees \$50: Motion carried. Brian will need an approximation of total people and total registrations from Jacque to pursue this with CVENT.

### **AWARDS:**

All awards will remain the same as last year. Please keep your award nomination letters to no more than one page. The roadeo banquet will now be called the DTA awards banquet. All awards will be given out during the banquet on Saturday night. There will be no awards on Sunday morning. Drivers training will be at 9:00am Sunday morning.

### **DTA CONFERENCE SPEAKERS 2023:**

Jordan reached out to multiple Minnesota agencies and also multiple Minnesota vehicle dealers and as of today there are no Minnesota rural agencies running any electric cutaways. Megan reached out to Cory from Missoula, Montana and they don't operate electric cutaways but they do operate electric. Cory is attentively on our schedule for speaking on "The Implementation of Electric Vehicles."

Jordan reached out to a motivational speaker, Dan Moraney, by telephone and email and received no response at this time, he will continue to try. Terry had no luck either in obtaining a motivational speaker for the conference.

Brian has some information on digital marketing that he will check into.

No information at this time on a specific budget/finance speaker. Brian will talk with the finance people in his department and see if they would be available to speak at the conference.

Megan is working on obtaining a Civil Rights speaker.

Adam is on the committee of the Transit Advisory Committee for Safety (TRACS) and FTA's top 3 topics that they will be addressing within the next couple of years are Driver and Passenger Safety, Accidents and How To Prevent Accidents, and Cyber Security. Terry will reach out to TSA and see what they have to offer in reference to safety planning.

Tentative topics for the 2023 DTA Conference: Saturday; Fire Safety, Sunday; Preventative Maintenance, Monday; Electric Vehicles, Civil Rights, Safety, Roundtables (All speakers would be included in this session.) Tuesday; Finance, Marketing and/or Motivational, Vendor Show, and General Membership Meeting. Jacque will email the NDDOT and the SDDOT for their input prior to searching out speakers regarding these topics.

### **REGISTRATION FORMS:**

The registration forms have changed. An instructional sheet has been implemented and all registration forms have been combined into one. One form per person per agency.

### **BAND:**

Securing a band is in the works.

### **ROADEO:**

Adam has acquired a printer and will purchase 2 wheelchairs for DTA. Drivers participating in the roadeo will be asked to write a short bio about themselves and this bio will be read as the drivers take the course. A flag has been donated to DTA and all vets available will be asked to participate in holding the flag during the National Anthem. Adam will have an aerial view of the course layout available for our Minot board meeting. A few magnetic numbers need to be purchased as well as orange road grease. Brian talked to Darrell about providing buses. There were vendors that participated in the judging last year and they have requested being paired up with a transit agency not another vendor. A few minor changes will be made to the format of the wheelchair securement form and the pre-trip inspection form. The driver's test will have some test question adjustments so it isn't the same test year after year.

The driver's training offered during the roadeo will be hands on fire evacuation and extinguishing. Operator/Preventative Maintenance and the importance of Pre-Trip Inspections was suggested for Sunday morning driver's training. Terry and Brian will look into this further.

### **DTA CONFERENCE 2024:**

The contract has been signed for the conference in Rapid City. The hotel will be supplying tables and chairs for the roadeo. There are only a few minor details to work out such as finding a place for the score keepers, etc.

### **DTA CONFERENCE 2025:**

Jacque is working on finding a location in ND for the 2025 conference.

### **SAM.GOV:**

DTA's registration in Sam.gov is completed.

## **SUCCESSION PLANNING:**

It has been requested by the board that Jacque start working on a list of duties, contact list, etc. so that when the time comes and she decides to retire from her executive director position the board can be better prepared for whoever should replace her.

The next board meeting will be Monday, May 15, and Tuesday, May 16, 2023 @ 1:00pm in Minot, ND.

The board meeting after that will be by Zoom, Wednesday, July 12, 2023 @9:00am.

Jordan Smith/Brian Horinka made a motion to adjourn the meeting: Motion carried.

Respectfully submitted,

Karrie L. Mikkelsen  
Secretary