

DTA
Dakota Transit Association
Board Minutes
Comfort Inn, Bismarck, ND
November 13 & 14, 2023

CALL TO ORDER:

On November 13, 2023 a Board of Directors meeting was called to order by DTA President Adam Sharkey at 1:06pm in the conference room at the Comfort Inn, Bismarck, ND.

ATTENDANCE:

Pat Hansen
Terry Hoffman
Kathy Holman
Brian Horinka
Adam Sharkey
Jordan Smith
Megan Gould-Stabile

STAFF PRESENT:

Jacqueline Senger, Executive Director

APPROVAL OF THE AGENDA:

Additions and changes to the agenda are By-Laws, Insurance, Committee's Task Group, and Monte Meier SDDOT. Jordan Smith/Terry Hoffman made a motion to approve the agenda with the additions and changes: Motion carried.

APPROVAL OF THE BOARD MINUTES:

Pat Hansen/Terry Hoffman made a motion to accept the September 15, 2023 board minutes: Motion carried. Kathy Holman/Megan Gould-Stabile made a motion to accept the September 19, 2023 board minutes: Motion carried.

APPROVAL OF FINANCIALS:

Pat reviewed the financial reports with the board. Included with the financial reports was the profit and loss conference comparisons report which was requested by the board. A profit of \$28,776 was made on this year's conference. RTAP money cannot be used to pay for legislative fees. Kathy Holman/Jordan Smith made a motion to accept the financial reports:

SURVEY MONKEY RESULTS:

Safety, Grant Management, Marketing, Ethics, Customer Service, Civil Rights, Medicaid and Veterans Transportation, Technology, and Conflict Resolution were all mentioned for topics for next year's conference. Bringing back roundtables discussions. Moving the vendor show to Monday afternoon. Buffet style food was preferred over plated food.

Discussion was held on having a Survey Monkey for the vendors to see if they have any ideas to make things better for them.

FRIDAY NIGHT CLASS:

A half hour of rodeo orientation will be included with the Friday night class.

ROADEO:

Discussion was held on making some changes to the rodeo schedule to eliminate some of the waiting around time for the judges.

NDDOT & SDDOT:

Becky Hanson and Monte Meier joined the meeting virtually. NDDOT's thoughts on topics for the 2024 conference are Cost Allocation training, Succession planning, and an overall ADA class. Speakers on these topics need to be familiar with FTA and transit specific. Also mentioned was Policies and Procedures in reference to steps not specifically written in manuals pertaining to unruly passengers.

SDDOT's thoughts on topics for the 2024 conference are Grant Writing on Budgeting, Ethics training, and Cost Allocation training. Succession planning was also mentioned.

DTA has discussed in the past about putting on a one or two day spring training class in reference to Grant Writing and Budgeting, or other lengthy topics.

Discussion was held on extending the conference into Wednesday.

2024 CONFERENCE SPEAKERS & TOPICS:

DTA has had a few speakers reach out to them that are interested in speaking at next year's conference. Other topics discussed were Roundtables, Alternative Fuels, Human Trafficking, Leadership, Title VI, and Diversity. Adding more speakers and shorter sessions was also discussed. DTA is working on offering some kind of a get together for Sunday. Discussion was held on having a vendor's appreciation reception after the vendor show so people can network. De-escalation and defensive driving was mentioned for Saturday and Sunday training for the drivers. Adam will look into these topics. Pat will look into Cost Allocation presenters. Terry will look into Safety, Succession Planning, and Cost Allocation presenters. Megan will look into ADA/Title VI and Human Trafficking presenters. Adam will look into Grant Writing and Budgeting for DTA's training class. Brian will look into Ethics presenters. Other topics mentioned were Cyber, Vehicle Accidents, and Assaults on Passengers and Drivers. DTA is leaning towards having Roundtables, ND and SD state breakouts, and the General Membership meeting on Wednesday.

CONFERENCE TITLE:

40 Years of Success!

RAPID CITY MEETING:

Jacque, Megan, and Adam all met in October in Rapid City to visit the hotel. No changes can be made to the hotel (sleeping) rooms after July 1 so DTA will need a final count by July 1 of how many rooms they are going to need each night. Registration forms are going to have to be sent in no later than June 15 to receive the DTA hotel rate. After June 15 anyone can still register but will not be guaranteed the DTA rate for a room at The Holiday Inn. The DTA agenda will have to be finalized by March/April. The hotel will provide tables and chairs for the rodeo. Water, pop, coffee, and granola bars will be provided plus a boxed lunch for the rodeo.

All of the rooms needed for the conference and rodeo have been reserved. No outside food or beverage is allowed in the Atrium room in the hotel due to their liquor license requirements.

DTA 40th ANNIVERSARY:

Monday morning after the introductions and the welcome there will be a short history of DTA. How DTA was started, when it was started, etc. Adam, Terry, Brian, and Kathy will work on this.

2025 DTA LOCATIONS:

Grand Forks, Jamestown, and Bismarck are all interested.

VENDOR PAYMENTS:

There is one vendor payment left to receive from the conference in Minot.

Brian Horinka/Jordan Smith made a motion to extend the conference until 12:00pm on Wednesday as approved by NDDOT and SDDOT and move the vendor show to Monday afternoon contingent upon the hotel being able to accommodate this: Motion carried.

INSURANCE:

DTA's insurance had to change in order to meet NDDOT's requirements. DTA went from a \$1,000,000 general liability limit to \$2,000,000. The total insurance bill was \$1412, \$717 which was already paid. DTA doesn't have to carry Directors and Officers Insurance but it is better protection for them if they do.

BY-LAWS:

According to the By-Laws Pat Hansen cannot be paid to be the bookkeeper and serve on the board at the same time. Pat's contract ends December 31, 2023. Jacque will send an email to the members to see who from ND or SD would be interested in this position. In response to the email please include a mini resume of your financial qualifications and also what you would charge. The deadline to respond to the email will be December 1, 2023. Adam Sharkey/Megan Gould-Stabile made a motion to look for a new individual for the bookkeeping position: Motion carried.

RECORDKEEPER:

The secretary's contract ends December 31, 2023. Megan Gould-Stabile/Jordan Smith made a motion to extend the secretary's contract to December 31, 2024: Motion carried.

TREASURER:

Brian Horinka/Terry Hoffman made a motion to appoint Pat Hansen as the treasurer for the Dakota Transit Association (DTA) board of directors: Motion carried.

COMMITTEES:

The rodeo committee will be Adam, Terry, and Kathy. The vendor committee will be Megan, Jordan, and Brian. Brian and Jordan will work on the booklet. Pat will work with the new bookkeeper. The board will work on creating a task list on what needs to be done and when.

PERFORMANCE EVALUATION:

Jordan Smith/Brian Horinka made a motion to add a performance evaluation for anyone contracted with DTA. The motion failed by a vote of 4 to 3.

EXECUTIVE DIRECTOR'S CONTRACT:

The board offered/approved Jacque a 2-year contract with a 2.5% increase each year. Jacque accepted. By the end of next year's conference Jacque was asked to have a detailed list of what months she does certain tasks in and estimate the hours it takes her to fulfill her duties in a years' time frame. Discussion was held on a succession plan as well for Jacque.

BOARD MEETING DATES 2024:

Upcoming board meeting dates are as follows: February 5 & 6, 2024, April 15 & 16, 2024, July 22 virtual. Meeting dates will be put in the tidbit. Dates may be subject to change.

Kathy Holman/Pat Hansen made a motion to adjourn the meeting: Motion carried.

Respectfully submitted,

Karrie L. Mikkelsen
Secretary