

**DTA**  
**Dakota Transit Association**  
**Board Minutes**  
**July 22 and 23, 2024**

**CALL TO ORDER:**

On July 22, 2024 a Board of Directors meeting was called to order by DTA President Adam Sharkey at 1:00pm virtually.

**ATTENDANCE:**

Rose Drake  
Terry Hoffman  
Kathy Holman  
Brian Horinka  
Adam Sharkey  
Jordan Smith  
Megan Gould-Stabile

**STAFF PRESENT:**

Jacqueline Senger, Executive Director

**GUESTS PRESENT:**

Barb Cline

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

What role does DTA play in advocating for transit agencies across the states during legislative sessions was added to the agenda and some repetitive agenda items were taken off. Jordan Smith/Rose Drake made a motion to approve the agenda: Motion carried. Kathy Holman/Jordan Smith made a motion to approve the May 6 and 7, 2024 board minutes: Motion carried.

**APPROVAL OF FINANCIALS:**

Kathy Holman/Rose Drake made a motion to table the financial reports until July 23, 2024: Motion carried.

**VENDOR SHOW/APPRECIATION/DTA ANNIVERSARY REVIEW:**

The vendor brochure is on the website. Barb updated the board on the vendor show progress. Booth rental fees and most of the award sponsorships fees have been increased. Meal sponsorship fees have also been increased. Most of the sponsorships have been sold at this time but there are still some more sales opportunities for evening events such as Saturday and Tuesday evenings. Awards presenters were discussed. There will be gift cards for the top three wheelchair scores. DTA will be moving forward with the addition of a silent/live auction during the Tuesday night event. Megan will work on securing an auctioneer. The money taken in from the silent/live auction will be used for some kind of specialized training that isn't RTAP eligible. Agencies will be notified by email about this event with further details and will be encouraged to put together some kind of gift basket (\$50 minimum) for the silent auction showcasing their agency, community, etc. Business places may even be willing to donate a gift basket for this event. So far approximately \$20,000 has been sold in

sponsorships for awards, meals, breaks, and advertising. Not as many ads have been sold at this time but they are coming in at a good rate. The board approved a ND and SD “Rookie of the Year” rodeo award and they will get that information to Barb so that she can sell sponsorships for those awards. Brian Horinka/Jordan Smith made a motion to approve the \$100 “Rookie of the Year” sponsorship. Jacque will be in charge of selecting the style of the award. Estimation for Tuesday night’s meal is \$3500 and \$1500 for the music. Jacque will notify Barb on these amounts. A plated meal will be provided on Tuesday night at 6:00pm. Speakers will start approximately 6:30pm until 7:00pm. Immediately following the speakers will be the silent/live auction. There will be a list provided of the items for the auctioneer. Entertainment to follow.

### **DTA TRAVEL REIMBURSEMENT FORM:**

Kathy Holman/Megan Gould-Stabile made a motion to approve the new form: Motion carried.

### **CONFERENCE TOPIC:**

NDDOT sent an email to DTA for a future conference topic; Suicide & Mental Health Crisis Intervention.

### **PROPOSED BUDGET:**

Changes were made to the proposed budget. The meal sponsorship was \$9000 and it was decreased to \$6275. The associate member dues were \$1050 and were decreased to \$525. Speaker fees were \$7000 and were increased to \$10,000. Dispatch registration fee was removed. Brian Horinka/Jordan Smith made a motion to table the proposed budget until July 23, 2024 in order to obtain more information on the registration and rodeo registration fees: Motion carried.

### **2024 DTA CONFERENCE AGENDA:**

The tentative conference agenda is on the website. Dinner, auction, and entertainment will be added to the agenda under the 40<sup>th</sup> Anniversary Party and then the agenda will be complete.

### **INSURANCE:**

Insurance has been taken out to cover the rodeo. .

### **FTA MEET & GREET:**

Jacque will follow up with Cindy Terwilliger in reference to the date and time for the meet and greet with FTA.

### **CONFERENCE SPEAKERS:**

TSA; Sunday morning.

Carol Wright and Hollie Strand; Monday morning.

Carol Wright, Cindy Terwilliger, and Scott Bogren; Monday afternoon.

Eboni Younger-Riehl and Carol Wright; Tuesday morning.

TSA and Round Tables Discussion; Wednesday morning.

Discussion was held on who will be at the round tables other than some of the speakers. Having the NDDOT and the SDDOT with specific topics at the round tables for agencies who have questions was suggested.

Terry will introduce TSA and Scott Bogren, Adam will introduce Carol Wright, Megan will introduce Hollie Strand and Eboni Younger-Riehl, Rose will introduce Cindy Terwilliger, and Jordan will introduce the round tables speakers.

### **CONFERENCE BOOKLET:**

Brian has everything he needs for the conference booklet in reference to the speakers and their bios. Brian will work with Barb and Jacque to make sure he gets all the pictures, advertising, vendors, and sponsorships listed.

## **REMINDER:**

Jacque will send out an email to remind members to go on the DTA website and register for the conference and roadeo and to book your hotel reservations.

Rose reported on the DTA Conference & Roadeo at the NDDOT meeting that was held in Bismarck, ND on July 17, 2024.

## **ROADEO:**

The 2024 roadeo guidelines are available on the DTA website. Kathy will be in charge of purchasing water, snacks, and ice for the roadeo and candy for the registration table. Adam updated the board on the roadeo progress. Board members duties for the roadeo will be the same as last year. There will be an example in each scoring book for the judges as to how to score the obstacle they are judging. The scoring room will be located off-site so there will be a lap top set up at the roadeo and a lap top set up in the scoring room with an ongoing Teams meeting for communication. The board will supply a generator and a few canopies. Adam will re-label all of the cones. Two more buses are needed as well as one for TSA. Jacque is in charge of contacting the company for the portable restrooms. The hotel will provide tables, chairs, and trash cans. Drivers will write a short bio at the registration table and check the box if they are a rookie.

## **DOOR PRIZES:**

Door prizes will be given out on Wednesday after the round tables discussion.

## **PLAQUE:**

The host city plaque has been ordered. Kathy will be the presenter.

## **FOOD:**

Jacque is in charge of placing the food order for the conference and roadeo.

## **BY-LAWS:**

Discussion was held on holding last minute board meetings. This will be brought to the general membership.

## **2025 DTA CONFERENCE:**

The 2025 DTA Conference & Roadeo will be held in Jamestown, ND. Jacque updated the board on the progress.

## **WEBSITE:**

The resource tab on the DTA website is being under-utilized. DTA is working on being able to manage the resource tab so agencies can help each other out with information. Adam will work on this matter.

## **VOLUNTEERS:**

Discussion was held on individuals who volunteer their time at the DTA meetings and throughout the year in preparation for the conference and roadeo. Does DTA need a policy on this topic? Should volunteers be reimbursed by DTA for their meals, mileage, and lodging if they cannot RTAP their expenses through ND/SD? Several scenarios were discussed. Megan will work on writing up a tentative policy and send it out to the board. Further discussion will be held.

## **VENDOR APPRECIATION:**

DTA will be the sponsor for the Tuesday evening Vendor Appreciation.

## **PROPOSED BUDGET:**

The registration fees were decreased from \$28,000 to \$22,000. The rodeo registration fees were decreased from \$17,500 to \$14,000. Kathy Holman/Terry Hoffman made a motion to approve the 24/25 proposed budget: Motion carried.

## **APPROVAL OF FINANCIAL REPORTS:**

Kathy Holman/Jordan Smith made a motion to approve the financial reports: Motion carried.

## **WHAT ROLE HAS DTA PLAYED IN THE PAST AS FAR AS TAKING IDEAS TO THE LEGISLATIVE SESSIONS FOR FUNDING?**

DTA spends a lot of time planning a conference but also needs to be more involved in the legislative side of it and bring together all of the agencies that DTA represents and be a bigger voice for everyone to get more support from the legislature. Having someone present from the DTA board when ND and SD hold their Transportation Day was mentioned. Further discussion will be held.

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

Respectfully submitted,

Karrie L. Mikkelsen  
Secretary