Board Meeting Minutes

Board meeting called to order by DTA Board president Terry Hoffman at 1:20 p,m, on July 23rd, 2026 at the Crossroads Hotel/Huron Convention Center.

Roll Call: Present were Kathy Holman, Adam Sharkey, Terry Hoffman, Andrea Irwin, Maureen Wegenke and Jacque Senger. Absent were Kerrie Mickelsen and Tamara Hoflund.

Approval of Agenda

Several items were added to the agenda including;

- Allowance of an independent vendor to come as a judge
- Individual speaker on Sat. night
- Discussion on conference rates for non-DTA members
- Host city responsibilities re: transportation during the conference and Roadeo
- Adjustment of mileage rates for Board members

Motion made by Adam Sharkey to approve of adding these items to the agenda. Seconded by Kathy Holman. **Motion carried.**

Previous Meeting Minutes

- The May 18 board meeting minutes were reviewed.
- Discussion included the possibility of adding a van division to the annual Roadeo. Members agreed additional planning and input from the general membership would be needed before implementation.

Motion made to Approve the May 18 meeting minutes.by Maureen Wegenke, second by Anrea Irwin. **Motion Carried.**

Financial Report

- ED Jacque Senger presented the financial reports and advised there were no significant concerns requiring board action.
- The board discussed the PayPal account, which remains frozen with approximately $400 still in the account. Efforts to close the account continue, and documentation of all communications with PayPal has been maintained.
- Members discussed several balance sheet items and requested additional explanations of certain accounting entries.
- It was suggested that the bookkeeper (Pat Hanson) attend a future board meeting to review the financial statements and answer questions.

Motion made by Adam Sharkey to accept the financial report. Seconded by Kathy Holman
Motion carried

2027 Budget

- The preliminary 2027 budget was reviewed. ED Jacque Senger indicated the budget remains incomplete pending decisions on staffing, bookkeeping, training, and other projected expenses.
- Discussion centered on whether the current bookkeeper, Pat Hanson, or a board member should present the final budget at the General Membership Meeting. The board agreed the bookkeeper should present the budget with board members available to provide support and answer questions.
- Board member Kathy Holman volunteered to prepare proposed budget figures and estimated increases for board review before the next meeting.
- No budget action was taken at this time.

Annual Conference Planning

- Linda Freeman confirmed she will coordinate conference registration, with additional volunteer assistance available.
- The board discussed judges and conference volunteers.
- Mark Quinnlan confirmed he will provide DJ services at no charge. His employer requested not to be recognized as a conference sponsor.
- Four conference awards have been received from sponsoring agencies.
- Meal selections and catering arrangements are being finalized.
- Liability insurance for the conference will be secured.
- The host appreciation plaque was approved.
- Snacks and refreshments for the conference were discussed and approved.

Conference Activities

- Transportation Plus expressed interest in sponsoring the golf outing and boating activities. Final costs and details will be determined.
- Conference agenda updates are nearing completion.
- Speaker confirmations
    - Julie Stevenson
    - Mary Beth Holdsworth
    - Scott Bogren
    - Mike Kutzke
    - Natalie Remund
    - RCPT Emergency Training team
    - PASS Training team
    - Lisa Nippolt
    - Laurie Gill
    - NARCAN Team
    - Huron Mayor
    - TSA-Minneapolis team

Emergency Evacuation Training

- Adam provided an update on the emergency evacuation demonstration planned for the conference.
- The training will include classroom instruction followed by a live evacuation exercise using weighted rescue dummies.
- The board discussed the educational value of providing participants with realistic evacuation scenarios.

Additional discussion on the Financial/budget section was tabled for Friday morning session. The subject of the Executive Director Procurement process was discussed but was continued until Friday morning. The added items to the agenda were moved up at that point and discussed.

Additional Business

- Mileage reimbursement rates - discussion was held about raising the mileage rate to reflect South Dakota prices since SD had increased their per diem regarding mileage for agencies using project vehicles from $0.21 to $0.31. The arguments against this were the fact DTA board members had always used the ND rates since the home address of DTA is Devils Lake, ND. After much discussion, action was taken.

Motion made by Kathy Holman to Change the document to read SD rates instead of ND rates and change the rate to $0.31 per mile. Motion seconded by Maureen Wegenge. **Motion carried.**

- Conference attendees – Jacque had received an inquiry from a vendor named Mark Halenbach who wanted to attend the conference as a worker and observe for future reference. He says his company- Complete Coach - will participate in future events. He was willing to be a judge in the Roadeo. He was approved.

- Board member Tamara Hofland's brother wants to speak at the driver's banquet. He was approved to do a 10–15-minute presentation under the following conditions. He needs to come on Friday night and be a Roadeo judge. This will also allow him to have a room, mileage and meals. We will not pay a speaking fee. A letter was sent to Tammy to inform him.
- Adam Sharkey walked the board through the procurement process regarding the search for a new Executive Director to replace Jacque Senger who will retire on 10-31-2026. It was a lengthy process, but in the end, only one part submitted a proposal. Brian Horinka, a former Board member submitted a proposal, and it met all of the requirements. His proposal will be discussed further at Friday's meeting.
- Questions have come up regarding transportation to and from conference by the host transit. Adam had stopped on Friday morning to discuss things with Peoples Transit Director Gayle Kludt. Gayle was concerned whether or not her vehicles would be properly cared for. She also told Adam she may not have drivers for the conference. Part of the host city duties is supply transportation for the event. The board will be looking at alternatives to using Peoples Transit vehicles. ROC;S, CTWSI and RCPT all indicated they could bring vehicles if needed.

The meeting was adjourned until Friday morning July 24th, 2026 at 9 a.m.

The meeting was called to order at 9:20 a,m, on Friday morning. In attendance was Adam Sharkey, Kathy Holman, Maureen Wegenke, Jacque Senger, Terry Hoffman. Absent were Andrea Irwin, Tamara Hofland and Kerrie Mikkelson

Financial Report/Budget **(continued from Thursday)**

- The Board reviewed the proposed FY 2026–2027 operating budget.
- An updated Excel budget worksheet was prepared to facilitate budget development and future revisions.
- Budget projections will be based primarily on current-year expenditures while maintaining appropriate funding levels for anticipated operational needs.
- A draft budget will be finalized for Board review prior to distribution to the general membership.

Executive Director Procurement **(continued from Thursday)**

- The Board reviewed the status of the Executive Director procurement process.
- The proposal evaluation process and scoring criteria were reviewed.
- Evaluation committee members will complete their scoring sheets for the submitted proposal.
- Three professional references will be obtained from the candidate, if not already included in the proposal.
- Following completion of proposal scoring and reference checks, the Board will conduct a candidate interview and discuss contract negotiations.
- The Board reaffirmed its goal of completing the procurement process and awarding the contract by **August 7, 2026**, in accordance with the procurement timeline.
- The Board scheduled a special meeting/interview for **Thursday, July 30, 2026, at 1:00 p.m.**, contingent upon candidate availability.

- The meeting will be virtual. Mr. Horinka will be out of state

Adjournment

A motion was made and seconded to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Terry Hoffman, Board President