

**DTA**  
**Dakota Transit Association**  
**Board Minutes**  
**April 29, 2022**

**CALL TO ORDER:**

On April 29, 2022 a Board of Directors meeting was called to order by DTA President Terry Hoffman at 1:00pm via Zoom.

**ATTENDANCE:**

Terry Hoffman  
Kathy Holman  
Brian Horinka  
Erin Humphrey  
Karrie Mikkelsen  
Adam Sharkey  
Megan Gould-Stabile

**STAFF PRESENT:**

Jacqueline Senger, Executive Director

**GUEST:**

Barb Cline

**VENDOR SHOW:**

Barb addressed the board as to the progress of the vendor show:

“We have had some additional vendors inquire about attending the DTA vendor show and some of our mainstays have made commitments. We are going to see a little bit of the same this year like last year. Some of the companies have pulled back on their sponsorships as well as the sales people’s ability to travel. We won’t know until we get a little closer to the date of the conference what that’s going to look like. So we will just continue working with the vendors.”

Barb has reached out to a couple other associations as to what their fees are and that kind of thing. Barb has heard back from a couple of them but the types of shows that they do are more regionalized than just 2 states so their booth fees are significantly higher. DTA has not raised their booth prices in a long time.

Brian has the vendor booklet updated and everything is completed except for the determination of what we want to do for a booth price and then the booklet is ready for us to take to CTAA. Aberdeen Visitor’s Center was kind enough to put together what they would like to see for a cover so that helped a lot. We need to decide on show times and set up times. Barb asked if we know what the events center is going to charge for tables, chairs, draping, etc. Jacque will check on this. Currently our booth rental is \$350 and maybe this isn’t the year to raise prices since a lot of those vendors aren’t able to sell anything or get it to sell. Brian said that with them still at the mercy of the fall out of COVID, travel restrictions, and a lot less income to some of their companies maybe this should be something we put on the back burner for next year. It will be mentioned to the vendors at the conference this fall that we are considering raising our prices so that they are aware ahead of time before they make the decision to participate in next year’s conference. Barb informed the board that this price is a drop in

the hat for most of them simply because other vendor shows are in the \$700 to \$1000 range but again they are not going to single state shows. Barb mentioned that the vendors have done well enough between ND and SD in previous years that the majority are still going to try to commit to our show. Some of them that can't come will still sponsor something. Jacque said we are paying approximately \$3000 for all of our services and the tables and chairs are included in the price.

We don't turn any vendors away however if they sign up past the due date they may not get their name in the conference booklet. Flash printing in Bismarck has been really good to work with.

Brian has set up times for the vendors from 7am until 11am on Tuesday morning which is similar to prior shows.

Barb will need to know if there is room on the tradeshow floor for vehicles or if they need to park outside.

Barb will also need an address where the vendors can mail their materials whether it is coming into the convention center or the hotel. Jacque will get back to Barb with this information.

Vendor show times will be from 11:30am until 3:00pm on Tuesday.

Vendor booth prices will remain as is this year.

### **APPROVAL OF BOARD MINUTES:**

Kathy Holman/Brian Horinka made a motion to accept the February 8<sup>th</sup> and 9<sup>th</sup>, 2022 board minutes: Motion carried.

### **APPROVAL OF FINANCIALS:**

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

### **MEMBERSHIP DUES:**

Jacque will reach out to the members from ND and SD that haven't paid their membership dues yet to see if they are still interested in belonging to DTA.

### **ROADEO:**

Rick Senger will be announcing and playing at the Roadeo. Blue English is the band scheduled to play for the Roadeo dance.

Adam talked with Aberdeen Ride Line and Rich Krokkel about buses and golf carts. Hopefully they will be able to donate a couple of golf carts for our use if not he will check around and see if there is a place that will rent them to us. We also need to know which vehicles they are going to allow us to use for the Roadeo because it is up to the host agency to provide those. We need a total of 6 vehicles; 2 for the course, 2 for the pre-trip, and 2 for wheelchair securement and the vehicles all have to be the same. Adam is going to request that the buses and golf carts are at the course on Friday morning.

Adam and Kathy will be in charge of purchasing 2 wheelchairs in Aberdeen at our meeting in June.

Adam, Terry, and Brian will be working on the driver's test questions.

Lisa Nippolt from Q'Straint would like some guidelines from the board as to what we would like her to present to the drivers during the Roadeo.



The Roadeo will be held at the hotel parking lot.

There will be a check box added to the judge's registration form asking if you have ever judged before or if you are a new judge. It works better to have a veteran judge teamed up with a new judge.

Brian will work on purchasing two-way radios.

Adam will email Aberdeen Ride Line to see if someone from their agency can be available to come to our meeting in June.

### **AWARDS BREAKFAST:**

The Hallelujah Hooligans will be playing Sunday morning.

### **OUTING:**

Jacque spoke with Rich Krokkel about coming up with some sort of outing for Sunday afternoon. She is waiting to hear back from him.

### **VIDEO:**

Brian will talk with the Minot Visitor's Bureau to see if they have a video of Minot available. Brian will also talk with Minot's city public information officer on this matter.

### **2024 CONFERENCE:**

Jacque has received all of the 2024 proposals; Rapid City, Sioux Falls, Huron, and Pierre. Jacque will have a comparison sheet with prices ready for our next meeting so the board can make a decision as to where the 2024 conference will be held.

### **SAM.GOV:**

Jacque will work with Erin on getting DTA registered.

### **BY-LAW CHANGE:**

Terry and Brian will work on drafting a step by step process pertaining to filling board vacancies. They will have this ready for discussion at our next meeting.

### **CONFERENCE:**

Jacque will have more information on the breakfast board meeting with FTA & CTAA at our next meeting. Cindy Terwilliger, FTA, will be in attendance at the conference.

Updates have been made to the conference registration forms. The conference agenda and all of the forms will be put on the DTA website at the same time.

Brian discussed the conference agenda lineup. It is similar to last year. He is waiting on information from some of the speakers and then the booklet will be completed.

There will be no "Meet & Greet" on Sunday night this year due to poor attendance.

The mayor of Aberdeen has agreed to be our welcome speaker.

Jacque sent a thank you to the NDDOT and the SDDOT for covering the cost of \$6152.12 for the Procurement speakers.

## **TRANSIT TIDBIT:**

Discussion was held on whether to keep the Transit Tidbit as a monthly newsletter or move it to a quarterly newsletter. Participation from the membership in submitting monthly articles for the tidbit is becoming difficult. This topic will be added to the general membership agenda and will be discussed at the general membership meeting in Aberdeen.

## **APPAREL:**

Terry and Brian will look into the cost of ordering button down shirts for the board members to wear during the conference.

## **CTAA:**

CTAA will be held in Louisville, KY May 10-14, 2022. Karrie, Terry, and Megan will be attending.

The next board meeting will be in Aberdeen, SD Monday, June 20, 2022 starting at 1:00pm and continuing through June 21, 2022.

Brian Horinka/Adam Sharkey made a motion to adjourn the meeting: Motion carried.

Respectfully submitted,

Karrie L. Mikkelsen  
Secretary