

DTA
Dakota Transit Association
Board Minutes
Sleep Inn & Suites, Minot, ND
May 15 &16, 2023

CALL TO ORDER:

On May 15, 2023 a Board of Directors meeting was called to order by DTA President Terry Hoffman at 1:00pm in the conference room at the Sleep Inn & Suites, Minot, ND.

ATTENDANCE:

Terry Hoffman
Kathy Holman
Brian Horinka
Erin Humphrey
Adam Sharkey
Jordan Smith
Megan Gould-Stabile

STAFF PRESENT:

Jacqueline Senger, Executive Director

APPROVAL OF BOARD MINUTES:

Kathy Holman/Megan Gould-Stabile made a motion to accept the February 6 and 7, 2023 board minutes: Motion carried.

APPROVAL OF FINANCIALS:

Kathy Holman/Brian Horinka made a motion to accept the financial reports: Motion carried.

PASS TRAINING:

Discussion was held on PASS training. Rod Grafing is the PASS Training Coordinator and his contract will end June 1, 2023.

TSA:

Terry will talk with the TSA people about presenting at the conference.

BUDGET PREPARATION:

Moving forward with the preparation of the budget, the May board meeting will become a budget working meeting. Pat and Jacque will have a draft budget prepared for the May meeting. The board will look at the draft budget and discuss it. If there are any changes that need to be made to the draft budget there will be time to work on those and have the board approve the budget at the July board meeting.

FORM 990:

The form 990 was filed April 7, 2023.

VENDOR PARTICIPATION:

Some vendors have voiced interest in speaking at the conference on certain topics that they are knowledgeable on without trying to sell their products. After a lengthy discussion, the board determined that however they approach this issue they have to be consistent. Megan, Adam, and Jordan will work on putting something together for vendors who are interested in speaking at the conference to submit their topic through the DTA website.

ROADEO:

Adam updated the board on the Roadeo progress. Fire extinguisher training from the Minot Fire Department will be provided on Saturday during the Roadeo. Brian is working out the details.

SUNDAY DRIVERS TRAINING:

Mike Bismeyer will be providing training for the drivers on Sunday.

NDDOT BREAKOUT MEETING:

Brian will visit with Becky about the time frame of the NDDOT meeting scheduled for Sunday at 4:00. The time of this meeting may conflict with traveling schedules.

NDDOT DIRECTOR:

Ron Henke is the new NDDOT director. If in attendance, Ron will speak during the opening welcome.

MONDAY'S AGENDA:

Breakfast on your own 6:00-8:00

Registration 7:30-9:30

DTA Welcome 8:00-8:15/8:30

Digital Marketing Session 8:30-9:45

Break 9:45-10:00

TSA 10:00-11:30

Networking Lunch 11:30-12:45

Mike Bismeyer 12:45-2:00

Break 2:00-2:15

Cindy Terwilliger 2:15-2:45 followed by Scott Bogren

General Membership Meeting 3:45

TUESDAY'S AGENDA:

Breakfast on your own 6:00-8:00

Procurement Training 8:00-9:45

Break 9:45-10:00

Procurement Training 10:00-11:30

Lunch & Vendor Show 11:30-4:00

Break 4:00-5:00

Games, Food Trucks, Fire pit, Music (to be determined) 5:00

BOARD VACANCIES:

Erin Humphrey and Kathy Holman's terms are up. Kathy does not want to run for another term. Erin will run again if reelected.

HOST CITY PLAQUE:

Terry and Kathy will be in charge of ordering the host city plaque.

VIDEO PRESENTATION 2024 CONFERENCE:

Megan will reach out to the visitors' center in Rapid City.

HOSPITALITY ROOM:

There will either be a hospitality room for DTA Monday night or the bar in the hotel has offered to open it up to us Monday night. Jacque and Brian will check into this.

NOMINATIONS FOR DTA AWARDS:

As soon as Jacque receives them she will send them out to the board.

DOOR PRIZES:

Door prizes will be given out Tuesday evening.

DIRECTORS AND OFFICERS INSURANCE:

Jacque discussed the purpose of this insurance with the board. The policy protects all board members and volunteers against any legal action, the policy will pay the cost.

BY-LAWS:

Erin and the board will review the by-laws and determine if there needs to be updates.

WEBSITE:

Canada has asked to be able to access the DTA website. Megan Gould-Stabile/Brian Horinka made a motion to allow Canada to access the DTA website: Motion carried.

It was stated in the February 11 and 12, 2021 board minutes that the executive director and the board president are the only two to be able to make changes to the DTA website.

Posting the agenda prior to the board meeting to the DTA website was discussed.

VENDOR SHOW UPDATE:

Megan updated the board on the progression of the vendor show. The vendors would like more time for the vendor show so it will be extended until 4:00. Megan will take pictures of the vendor area for Barb. All of the big sponsorships have been filled as of this early date.

2025 CONFERENCE:

The smaller areas that have voiced interest in hosting the 2025 Conference have great places for the Rodeo, they are nice towns, but the lodging is the biggest issue. The hotels are not big enough to hold everyone under one roof. The 2025 Conference is still a work in progress.

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

Respectfully submitted,

Karrie L. Mikkelsen
Secretary