

DTA
Dakota Transit Association
Board Minutes
Comfort Inn, Bismarck, ND
February 5 & 6, 2024

CALL TO ORDER:

On February 5, 2024 a Board of Directors meeting was called to order by DTA President Adam Sharkey at 1:00pm in the conference room at the Comfort Inn, Bismarck, ND.

ATTENDANCE:

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

STAFF PRESENT:

Jacqueline Senger, Executive Director-virtual

WELCOME:

Rose Drake was welcomed to the board as the newest board member.

GUESTS PRESENT:

Andrea Irwin and Stacy Strickler were in attendance from ROCS Transit, SD to learn and become more involved with DTA.

APPROVAL OF THE BOARD MINUTES:

Jordan Smith/Terry Hoffman made a motion to accept the November 13 & 14, 2023 board minutes: Motion carried. Brian Horinka/Terry Hoffman made a motion to accept the January 8, 2024 virtual board minutes: Motion carried.

APPROVAL OF FINANCIALS:

Kathy Holman/Rose Drake made a motion to accept the financial reports:

BUDGET:

A copy of the final budget from October 2022 through September 2023 was discussed. The proposed budget for 2023/2024 was already approved at the last general membership meeting. Kathy Holman/Jordan Smith made a motion to approve the 2022/2023 budget: Motion carried.

VENDOR COORDINATOR:

Adam had a conversation with Barb Cline and discussed the vendors and the vendor show. Barb had conducted a Survey Monkey with the vendors looking for their feedback. Barb was asked to attend the board meeting to discuss the results with the board. Barb was away attending a conference so Megan informed the board for her. The vendors prefer having the vendor show on a Tuesday as long as there will be Wednesday sessions. If there are not Wednesday sessions the vendors feel the vendor show will not be well attended on a Tuesday. Jacque will check with the hotel to see if switching the vendor show and the vendor appreciation gathering afterwards from Monday to Tuesday will be possible.

Having a policy for refunding vendors in case they may need to cancel was discussed. At this time DTA does not have one. Brian Horinka/Jordan Smith made a motion to only allow vendor cancellations up until the date that Jacque has to have all of the information into the hotel and only 75% of the total fees paid prior to will be refunded and after that date no refunds will be given.

DTA TRAVEL POLICY:

NDDOT has strongly recommended that DTA have a written travel policy. Jacque will work on this and present it to the board for approval.

DTA CONFERENCE PROPOSALS 2025:

Bismarck, Jamestown, and Grand Forks have put in bids for the DTA 2025 Conference & Roadeo. All of the proposals were discussed at great length. Jacque will check into the hotel situation in Jamestown as most likely DTA would need more than one hotel to hold everyone. A decision will be made on where to have the DTA 2025 Conference & Roadeo at the next DTA board meeting.

TSA:

TSA joined the meeting virtually and they will be in attendance at the 2024 DTA Conference & Roadeo. They are willing to present training for the drivers as well as during the conference. It was decided TSA will offer the First Observer Plus Training on Sunday for the drivers. This is the same training they provided during the conference in Minot. TSA will also have an information table set up throughout the week. The rest of the topics TSA will present are yet to be determined. Cybersecurity was mentioned.

SATURDAY DRIVERS TRAINING:

The highway patrol has been asked to provide training for the drivers on Saturday during the roadeo. Classes the highway patrol provides training on are accident related, drug or alcohol related, DUI, Rules of the Road, etc. If this training should fall through then TSA will provide some kind of training for Saturday.

2024 CONFERENCE SPEAKERS & TOPICS:

Cost Allocation/Budgeting and Succession Planning were discussed. Terry will continue to work on these topics. ADA, Title VI, and Human Trafficking were discussed. Megan will continue to work on these topics. FTA and CTAA will be speaking as well. Roundtables were discussed and they will be based on our speaker's topics. Also there will be a DTA board of director's roundtable for questions, answers, and suggestions for next year's conference. Brian is looking into Ethics. Other topics discussed for future conferences were Mental Health First Aid and Employment Law and Leadership Training. Carol Wright was mentioned for a speaker. Several of her topics were discussed. Jacque will reach out to Carol to see what she can do for us.

SUNDAY EVENING GET TOGETHER:

A Sunday evening get together is still a work in progress. Megan and Jacque will look into this further. Something will either be provided at the hotel or downtown.

TUESDAY NIGHT GET TOGETHER:

The Tuesday night get together will be replaced with a vendor appreciation gathering for this year. Megan will look into having a silent auction at this event as was requested by some of the vendors with the money from the silent auction being donated to a local organization. Megan will update the board on this at the next meeting. Also the DTA 40th Anniversary Event will be tied into Tuesday evening. Food will be provided as well as a band. Past DTA board members will be invited to attend. The theme for the party will be an 80's theme. Throughout the week and weekend a display will be set up with past and present DTA pictures.

ROADEO:

Other forms of entertainment are being looked into for after the rodeo banquet this year such as a comedian. Adam will be putting together a rolling slideshow to play during the Saturday banquet of all the events going on during the rodeo day.

DTA POLICY & PROCEDURES:

The DTA board members will be working on putting together a policy and procedures document.

BY-LAWS:

The By-Laws are accessible on the website. All changes to the By-Laws have to be voted on at the general membership meeting. Article II, Section C does not necessarily need to be changed but the board wanted to bring it to the attention of the general membership for ideas on how to follow Article II, Section C better. Article VI, Section D and Article VII, Section A were discussed. Will follow up with the Ex-Officio discussion at the next board meeting. Article IX, Section B and Article IX, Section C were discussed. Board members will ask around and find some verbiage on the Article IX discussion for the next meeting. Article VI, Section D has never had a nominating committee. This will be brought up to the general membership.

DTA follows ND open meeting laws because DTA's address is located in ND.

DTA BOARD MEMBERS BOOKLET:

Jacque will be updating the DTA booklet.

BOARD MEETING DATES 2024:

Upcoming board meeting dates are as follows: May 6 & 7, 2024 in Bismarck, ND and July 22, 2024 virtual. Meeting dates will be put in the tidbit. Dates may be subject to change.

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

Respectfully submitted,

Karrie L. Mikkelsen
Secretary