

DTA
Dakota Transit Association
Board Minutes, Aberdeen, SD
May 7 & 8, 2018

CALL TO ORDER:

On May 7, 2018 a Board of Directors meeting was called to order by President Terry Hoffman at 2:30 pm in the conference room at the TownePlace Suites. Jacque handed out the agenda to the board members.

ATTENDANCE:

Brian Horinka
Karrie Mikkelsen
Cody Roggatz
Terry Hoffman
Kathy Holman
Randy Hartman
Ali Rood

STAFF PRESENT:

Jacqueline Senger, Executive Director

APPROVAL OF BOARD MINUTES:

Kathy Holman/Brian Horinka made a motion to accept the minutes as presented: Motion carried.

APPROVAL OF FINANCIAL REPORTS:

Brian Horinka/Cody Roggatz made a motion to accept the Profit & Loss, Check Register Detail, and the Balance Sheet as presented: Motion carried.

CTAA:

Discussion was held on whether or not Jacque should attend the CTAA conference in Pittsburgh, PA. It was a board decision not to have her attend as there will already be 4 board members attending.

BOARD MINUTES ON THE DTA WEBSITE:

Cody Roggatz/Ali Rood made a motion to post approved board minutes on the DTA website: Motion carried.

REGISTRATION HELP:

Discussion was held on finding more assistance with registering individuals for the Rodeo and DTA conference. Jacque will contact the visitor's bureau from Brookings to see if anyone would be interested with helping Linda Freeman with this. It was also decided that board members could also give Linda a hand with registration.

DTA RTAP:

Discussion was held on whether DTA RTAP should pay for Barb Cline's expenses for the DTA conference as she is involved with putting together the vendor show. . It was a board decision that since Barb is no longer a board member she will need to RTAP her expenses to the SDDOT.

PASS TRAINING:

Ali reported to the board that Grand Forks has their own PASS trainer and Grand Forks will be doing PASS training for their staff approximately 4 times a year. Ali has received phone calls from transit agencies that would like to send drivers to Grand Forks for training. Although Ali is happy to help out, Grand Forks doesn't want to take any revenue away from DTA as DTA relies on PASS training for income. Cody Roggatz/Randy Hartman made a motion to allow urban transit agencies to PASS train rural transit agencies as long as the training is posted on the DTA website and rural transit agencies will have to register and pay DTA costs for the training on the DTA website: Motion carried. Brian Horinka/Ali Rood made a motion that DTA will provide the materials, such as books, for rural agencies: Motion carried.

All rural PASS training is reimbursable through RTAP. Jacque will contact Linda Freeman for a list of all ND PASS trainers. PASS trainers in SD are Mike Mullaney and Jay Caylor.

PICTURES:

Board members wanting a different picture in the 2018 conference booklet need to let Jacque know ASAP.

LETTER TO ALL TRANSIT AGENCIES:

Terry offered to compose and send a letter to all ND and SD transit agencies about the importance of belonging to DTA. It was decided that the letter will also be submitted in the DTA Tidbit.

LOBBYIST MONEY:

Discussion was held on lobbyist money. Jacque reported to the board that ND submits their lobbyist bill in January. Jacque received SD's lobbyist bill in April. It was suggested that both states submit their bills at the same time to keep consistency. Karrie reported to the board that although DTA pays \$5000 towards ND's lobbyist bill, the North Dakota Senior Service Providers (NDSSP which is a group of agencies that provides services to older adults across the entire state of ND) also pays \$5000 towards ND's bill as well as the remaining balance.

DICKINSON DTA CONFERENCE 2019:

Jacque reported to the board that she had a lengthy conversation with Julie Obrigewitsch, Sales Coordinator, for the Dickinson CVB. Dickinson has 2 hotels that can accommodate everyone who will be attending the 2019 conference. Neither hotel has overhead doors so we cannot have buses indoors. One of the hotels just had their grand opening of their restaurant. Julie was in attendance and said it was wonderful. The other hotel has been remodeled (kitchen and all) and Julie said it would be a wonderful place as well to host a conference.

Julie requested two proposals for the 2019 conference being due by May 15. Julie will forward them to Jacque as soon as she receives them.

Colleen Rodakowski, Public Transit Dickinson, and Dennis, one of Colleen's drivers, will go out this weekend and measure spots for the Rodeo; apparently they have a few different areas they are thinking about. Colleen will also check to see if either of the spots would have a building we could use for scoring, restroom facilities, and setting up our boxed lunches. Jacque requested Colleen send this information by May 15th to her so the rest of the board can be informed.

AWARDS:

Ali suggested having a challenge between ND and SD to see which state sends in the most nominations for awards. A traveling trophy was suggested as the prize and the host agency would house the trophy until the following year. Ali will write something up for the May and June Tidbits in reference to the challenge.

DTA CERTIFICATES:

Terry signed the 2018 DTA Membership Certificates. Jacque informed the board that Handi-Wheels Transportation from Fargo, ND will not be joining DTA 2018 due to financial problems. Transportme, LLC located in Drayton, ND will be joining DTA for 2018.

RESTRUCTURING BOARD TERMS:

Brian discussed with the board that it would make more sense to be voting in new board members every year from ND and SD instead of going too long without voting in any new board members. It was decided to leave Cody, Karrie, and Kathy with terms expiring in 2019 and to extend Ali's term to 2020 and extend Randy, Terry, and Brian to 2021. This will be brought to the general membership meeting in September.

BOARD MEMBERS CELL PHONE NUMBERS:

Board members cell phone numbers will not be posted on the DTA website.

DTA MEMBERSHIPS:

Jacque reported to the board that the membership list is updated on the web.

CONFERENCE 2022:

Kathy Holman/Brian Horinka made a motion to have the Roadeo and DTA Conference 2022 in Aberdeen, SD: Motion carried. Cody abstained from voting. Jacque will send out an email to both states to see if they will accept the rates.

ROADEO:

Tom Wanttie will be the SD Roadeo Marshall. Tom will be speaking at the Roadeo banquet and also speaking Sunday morning at the awards breakfast. In the past, Darrell spoke on how the day went, thanked everyone for their involvement with the Roadeo, and then handed out the Sunday awards. Tom talked with the Swiftel Center about additional space for the pre-trip inspections and the wheelchair securements. It was decided we would be able to use the east parking. Tom will be present at our July board meeting in Brookings, SD with the layout of the Roadeo. Jacque will talk with Ashley Abrahamson about supplying us with tables and chairs. Kathy will be in charge of purchasing water, pop, granola bars, and candy. DTA has their own coolers. Brian will bring his ATV and he also has radios. Harlow's will not be donating t-shirts this year. It was decided to look into purchasing safety vests with DTA's logo on them. Jacque will look into this further and see if a vendor would like to sponsor the safety vests. Driver's participating in the Roadeo will be asked to wear their agency t-shirts. The 2018 Roadeo guidelines are available on the DTA website.

Cody Roggatz/Brian Horinka made a motion to accept Mike Kutzke's offer of \$1750 as Sunday morning's speaker on Customer Service for the driver's training as well as speaking on Monday: Motion carried.

BOOKLET SCHEDULE:

Friday September 14, 2018: DTA Board Meeting - 3:00pm at the Swiftel Center.
Registration – 6:00/7:30pm at the Swiftel Center.
Roadeo Securement Training -7:00pm at the Swiftel Center

ALL ROADEO ACTIVITIES WILL BE AT THE SWIFTEL CENTER. Jacque will check to see if Lisa from Q'Straint will be providing pizza and soda or if that is paid for by DTA. Ali suggested having Rick start to play at 8:00 am and doing something like Karaoke to keep the people that are standing around from being bored.

Jacque will talk with Linda and see if the CVB would like to help get the name badges ready ahead of time as this took a lot of time to do last year.

The Roadeo band is scheduled to play from 7:30 pm until 11:30 pm with the social beginning prior. Discussion was held on the price of drinks being high last year. We will check and see if the banquet sponsor would like to also sponsor drink tickets. We will check into bringing games for entertainment as well to play during the evening.

Saturday September 15, 2018: No changes.

Sunday September 16, 2018: Gospel music will be provided by the Hallelujah Hooligans. Tom Wanttie will be the Emcee. Driver/Dispatcher Training will be provided by Mike Kutzke. All of these events will be at the Swiftel Center. Conference Registration and the DTA Welcome Reception will be at the Hampton Inn & Suites. Jacque informed the board that during the Welcome Reception we can bring in our own food and beverages. DTA will provide light hors d'oeuvres during the Welcome Reception.

Monday September 17, 2018: Breakfast is going to start at 7:00 am. Registration is only going to be from 7:30 am until 12:00 pm. Brenda Schweitzer is looking into who will do The Welcome from Brookings. Harlow's social will be Monday evening.

Tuesday September 18, 2018: Breakfast is going to start at 7:00 am. Not sure at this time who the speaker for All Hazard Preparedness will be. Jacque will talk to Brenda about the pre vendor show entertainment and the Tuesday night outings. Last year Route Match handed out drink tickets for the cash bar at the vendor show.

Wednesday September 19, 2018: No changes.

Jacque will talk with Brenda about providing local photos for the booklet cover. Ali will also work on some ideas for the cover. Moving forward the whole list of Past Award Winners will be posted on the DTA website. We are only going to include current awards winners in the booklet as we are soon going to run out of room.

TECHNOLOGY GRANT:

Becky contacted DTA about some grant money that is available for technology training. We will be looking into this further.

REGISTRATION FORMS:

All of the forms on the DTA website are fillable and calculate as long as you are doing them online. Changes to the forms were discussed and Brian will finalize all of the changes to the forms.

VENDOR BOOKLET:

Closing date for vendors to register is August 3, 2018. Vendors who register late will not be listed in the booklet nor will they be listed as a sponsor in the booklet.

CONFERENCE TITLE:

Moving Ahead, Together will be the title for the 2018 DTA Conference & Roadeo.

The next board meeting will be July 18th and 19th starting at 1:00pm on the 18th in Brookings, SD.

Ali Rood/Cody Roggatz/Brian Horinka/Randy Hartman made a motion to adjourn the meeting: Motion carried.

Respectfully submitted,

Karrie L. Mikkelsen
Secretary