

DTA
Dakota Transit Association
Board Minutes, Aberdeen, SD
January 8 & 9, 2018

CALL TO ORDER:

On January 8, 2018 a Board of Directors meeting was called to order by President Terry Hoffman at 1:00 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

ABSENT:

Ali Rood

STAFF PRESENT:

Jacqueline Senger, Executive Director

CONFERENCE CALL WITH NDDOT:

At 1:00pm a conference call was held with Becky Hanson, NDDOT transit program manager, to discuss ideas for the DTA conference as well as various options of speakers for the conference.

CONFERENCE TOPICS/SPEAKERS:

The board discussed several speakers and topics for the 2018 Roadeo and Conference. It was decided we would contact Rob Lynch (SURTC), Mike Kutzke (Professional Training Service), Steven Keim (Senior Officials Workshop for All-Hazards Preparedness), and Dana Bowman (Inspirational Speaker). Jacque informed the board that Seri Speakers & Events-R-Us games charge approximately \$4000. A decision was made not to go with the Seri Speakers & Events-R-Us games. A decision was also made not to contact Mark Kendall (Follow Your Nose Films).

BREAKS:

Discussion was held on eliminating some of the breaks at the conference especially the one on Wednesday morning as most of the food from the Wednesday morning break at last year's conference was thrown away. Jacque will contact the Swiftel Center and find out what they will charge for breaks consisting of cookies, coffee, and soda. Discussion was also held on not asking vendors to sponsor breaks.

ROADEO:

Jacque reported to the board that the box lunches for the Rodeo have to be purchased from the Swiftel Center. Jacque will find out if we can bring in our own water and granola bars for the Rodeo drivers.

MONDAY CONFERENCE AGENDA:

6:45-8:00 AM	Breakfast
8:00-9:30 AM	FTA/CTAA Introductions/Presentations
9:30-9:45 AM	Break
9:45-11:45 AM	Motivational Speaker/Customer Service (Mike Kutzke)
12:00-1:00 PM	Lunch (Scott Bogren CTAA Presentation)
1:00-2:15 PM	Social Media (Mike Kutzke)
2:15-2:30 PM	Break
2:30-4:30 PM	Social Media Policies & Cyber Security

Monday morning at 7:00 AM the board will be having a Meet and Greet breakfast with FTA and CTAA. This breakfast will not be listed in the conference agenda. Jacque will email FTA, CTAA, NDDOT, and SDDOT to invite them to the breakfast.

Cody will check with Dakota State and Terry will check with SDSU about getting a speaker from a local college to speak on social media policies and cyber security.

Monday evening will be set aside for Harlow's Hospitality Social.

TUESDAY CONFERENCE AGENDA:

6:45-8:00 AM	Breakfast
8:00-9:45 AM	Ethics (SURTC)
9:45-10:00 AM	Break
10:00-11:30 AM	Vehicle Maintenance (SURTC)
11:30-12:30 PM	Lunch (Cindy Terwilliger FTA Presentation)
12:30-2:30 PM	All-Hazards Preparedness (Steven Keim)
2:30-5:00 PM	Vendor Show

A decision was made not to have the Roundtables sessions in 2018.

WEDNESDAY CONFERENCE AGENDA:

7:00-8:00 AM	Breakfast
8:00-10:00 AM	General Membership Meeting
10:00-10:30 AM	Break/Checkout
10:30-12:00 PM	State Breakout Sessions

CANAD INN:

Jacque read to the board an email she received from Dustin Dalbey, sales manager of the Canad Inn, pertaining to our complaints of poor service from last year's DTA Conference. Brian Horinka/Randy Hartman made a motion to accept Canad Inn's refund of \$1,891.75: Motion carried.

CONFERENCE 2022:

A decision has not been made as to where the 2022 DTA Conference and Rodeo will be held. Huron, SD has voiced interest in having the Rodeo and Conference and Jacque received a packet of information from them and discussed what Huron has to offer with the board.

APPROVAL OF BOARD MINUTES:

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

APPROVAL OF FINANCIAL REPORTS

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

EXECUTIVE DIRECTOR & BOOKKEEPER CONTRACTS:

Jacque Senger and Pat Hansen's 2018 contracts have been signed.

DTA BOOKLET:

Brian offered to have his office staff design the DTA booklet at no charge. Cody offered to assist. The registration forms and the vendor booklet will be discussed at the next meeting.

CONFERENCE MENU SHEET:

A menu sheet will be added to the DTA packet.

HOTEL RATES:

The Hampton Inn & Suites will be the Host hotel and the Fairfield Inn will be the backup hotel. The Hampton Inn & Suites will not give state rates on their hotel, however ND has approved the \$96 rate they will charge as well as SD. SD office employees will be staying at the Fairfield Inn. The Fairfield Inn is offering state rates. RTAP can be used for hotel rooms. The Hampton Inn & Suites is offering us a large conference room that we can bring anything in we want such as food, alcohol, etc.

SWIFTEL CENTER:

The Swiftel contract has been signed. The center is very willing to work with us. Jacque will talk with them about the boxed lunches for the Roadeo.

ROADEO/CONFERENCE EXPENSES COMPARISON:

Jacque handed out a Roadeo/Conference expenses comparison sheet to the board dated December 29, 2017. While the board reviewed the expenses, Jacque read a letter written by Pat Hansen stating how important the Roadeo is even though the Roadeo runs well into the red. Pat suggested raising rates if necessary. Jacque also read a note written by Karrie on the importance of the Roadeo. Kathy suggested having vendors sponsor the Roadeo. Instead of Harlow's sponsoring t-shirts, Jacque will contact them about sponsoring the boxed lunches at the Roadeo and also see if they would be interested in having a new bus on display along with signage during the Roadeo. Terry suggested having local sponsors for the Roadeo such as Daktronics. Jacque will contact Brenda to see if she will do some leg work on getting local donations. Jacque has one vendor, Safety Vision, who has paid for 2018. Jacque will check into why we are paying West River for conference booklets.

COMPUTER:

Discussion was held on purchasing a laptop for the secretary/treasurer. Kathy Holman/Cody Roggatz/Brian Horinka made a motion to purchase a laptop for the secretary/treasurer not to exceed \$1000 with appropriate software. The laptop will be property of the DTA: Motion carried.

TAX EXEMPT:

The Dakota Transit Association does not meet the requirements to be considered tax exempt.

CELL PHONE:

Kathy Holman/Cody Roggatz made a motion to increase Jacque's cell phone payment from \$60 to \$80 per month: Motion carried.

ROADEO MARSHAL:

Tom Wanttie, Aberdeen Ride Line, will be the Roadeo Marshal during the 2018 Roadeo held in Brookings, SD. He will be assisted by Darrell Francis, former Roadeo Marshal. The board feels it would be a good idea to have a ND person be the marshal when the Roadeo is in ND and a SD person be the marshal when the Roadeo is in SD. Jacque will contact Swiftel in regards to space on the west side of the convention center for pre-trip and wheel chair securement set up. Canopies, radios, porta potties, shuttle service, 4 wheelers, golf carts, and electricity were all discussed.

ENTERTAINMENT DISCUSSION:

Randy's Praise Team will be performing Sunday morning during breakfast.

Rick Senger for announcing and background music at the Roadeo. Discussion was held on having Rick perform Karaoke Sunday evening at the hotel and at Cubby's Bar and Grill on Tuesday night after the vendor show. Cody will check into Cubby's and see what there set up is. Jacque will send out an email with Rick's price.

Terry will work on getting a band for the Roadeo dance.

DRIVERS TRAINING:

Terry will contact Lisa from Q'Straint on providing wheel chair securement training on Friday evening.

Cody will contact Dana Bowman (Inspirational Speaker) to speak on Customer Service on Sunday after the awards. It was suggested having Dana "jump" into the Roadeo to start it off. There was also discussion on having Dana as Masters of Ceremonies for the awards breakfast.

SUNDAY OUTINGS:

Jacque will talk to Brenda about providing transportation for Sunday afternoon activities or outings.

ABERDEEN AREA CVB:

Casey Weismanter, CVB Executive Director, would like to host the 2022 Roadeo & DTA Convention in Aberdeen, SD. The Aberdeen CVB will donate \$200 towards our events. The Ramkota and the DEK are large enough to hold our members. He will get back to us on prices. The board will discuss this at a later date.

HURON, SD:

The board discussed doing a conference call with the transit agency in Huron, SD at our April meeting as Huron has voiced interest in hosting the 2022 Roadeo & DTA Convention.

CONFERENCE TITLE:

Kathy came up with a title for our upcoming conference “Soaring To New Heights.”

The next board meeting has tentatively been set for May 2nd and 3rd, 2018 starting at 1:00pm on the 2nd. Items to be discussed will be; Pdf version of the conference booklet, forms, deadlines, etc.

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

Respectfully submitted,

Karrie L. Mikkelsen
Secretary