

DTA
Dakota Transit Association
Board Minutes, Aberdeen, SD
November 26 & 27, 2018

CALL TO ORDER:

On November 26, 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:

Randy Hartman
Brian Horinka
Karrie Mikkelsen
Tom Wanttie
Terry Hoffman
Kathy Holman

ABSENT:

Ali Rood

STAFF PRESENT:

Jacqueline Senger, Executive Director

CONFERENCE CALL:

Becky Hanson, NDDOT, joined the meeting via conference call to discuss topics of interest for next year's conference. Topics discussed were Drug & Alcohol (new laws, drugs, etc.), Intercity Bus Presentation (Jefferson Lines,) Innovative approaches to finding local match sources, Succession Planning, Mobility Management, Health Care Access, Medicaid, FTA (common findings, site visits, etc.) These suggestions were a result of a recent NDDOT survey on training.

Terry read Jack Dokken's, SDDOT, topics of interest to the board. Jack's suggestions were Story or Presentation on consolidation of transit agencies, Grant writing, common transit non-compliance findings in FTA regulations, and financial control points and/or financial ethics for transit agencies.

Jacque read the main items from last year's conference evaluation forms which were How to Communicate, Fun Topics, Effective Leadership, Transit law by a lawyer, HR items such as harassment, intimidation, employee evaluations, hiring and firing practices, Advertising/Marketing, Drug & Alcohol updates, more Emergency Management, bring in Mechanics, bring back Mike Kutzke, and more sessions with Scott Bogren.

APPROVAL OF BOARD MINUTES:

Randy Hartman/Brian Horinka made a motion to accept the minutes from the September 14, 2018 board meeting held at the Hampton Inn & Suites, Brookings SD: Motion carried. Tom Wanttie/Randy Hartman made a motion to accept the minutes from the September 17, 2018 board meeting held at the Swiftel Center, Brookings SD. Motion carried.

APPROVAL OF FINANCIALS:

Brian Horinka/Tom Wanttie made a motion to accept the Balance Sheet, and the Profit & Loss financial reports: Motion carried. Discussion was held on changing DTA's fiscal year to a calendar year due to outstanding bills. Jacque will look into this.

990 REPORT:

Jacque reported that the 990 is in the process of being completed.

ROADEO & CONFERENCE EXPENSE REPORT:

The board reviewed the Rodeo and Conference expenses. Discussion was held on not being able to get sponsors for the Rodeo.

SOCIAL MEDIA:

Terry and Tom will be working together on this.

BY-LAWS REVISION:

Jacque made the changes to the By-Laws pertaining to board terms expansion voted on at the general membership session. Discussion was held on the secretary's office term. This will be brought to the general membership's attention at next year's annual meeting.

THANK YOU:

Jacque read thank you notes from Cindy Terwilliger (FTA), Barry Dunn (SDSU President), Larry McNutt's wife (Larry passed away and was a sales manager for Ricon), Jennifer Johnson (Brookings Area Chamber of Commerce and Convention Bureau), and Michael Kutzke (Professional Training Services).

GOALS FOR THE DAKOTA TRANSIT ASSOCIATION:

Information will be sent to both DOT's in regards to the RTAP DTA receives from them.

FARGO:

Fargo will be the host city for the Rodeo and DTA Conference in 2021.

ADVERTISING:

Discussion was held on whether to advertise in the SWATA (South West Transit Association) newsletter. Jacque will find out what the cost would be to do this.

OPEN RECORDS AND OPEN MEETINGS:

Brian discussed with the board a meeting he recently attended that had to do with open records and open meetings. Emailing as a group pertaining to DTA business is considered an open record and because we except RTAP funds we fall under the open book and open meetings law. Brian will forward a book to board members discussing this matter in more detail.

ND TECHNOLOGY GRANT:

The North Dakota Technology grant is no longer available.

CREDIT CARD INFORMATION:

Jacque and Greg (our IT person) are still working on removing Gary Heglund's name from the DTA PayPal account. Closing the original PayPal account and opening up a new account is going to be their next step.

REVIEW OF EXECUTIVE DIRECTOR AND BOOKEEPER CONTRACTS:

Kathy Holman/Tom Wanttie made a motion to increase the executive director's contract 4% for each of the next two years. The executive director will receive \$31,231 as of January 1, 2019 and \$32,480 as of January 1, 2020. The current bookkeeper has requested her salary to remain as is. Motion carried.

Kathy Holman/Tom Wanttie made a motion to reconvene Tuesday, November 27, 2018 at 8:00 am. Motion carried.

CONFERENCE TOPICS:

Terry discussed with the board topics such as Stress Management, Board Governance and Training, Mental Health issues, and Difficult Employees and People. Karrie mentioned to the board that she took a Nonprofit Management Series presented by Megan Laudenschlager from StrenthenND. Discussion was held on what to have on Sunday for the drivers training and it was decided to go with a topic such as Difficult People. Difficult Employees and Stress Management will be presented on Monday and Drug and Alcohol, Board Training, and Grant Writing will be Tuesday. Wednesday will consist of the general membership meeting and state breakout sessions.

CONFERENCE TITLE:

The conference title will be "Something for Everyone"

CONFERENCE LATE FEES:

Late fees will be removed from all registration forms.

CONFERENCE BOOKLET:

Brian will be in charge of the conference booklet.

VENDOR BOOKLET:

There will be an extra line added for a billing email address.

MUSIC:

Rick Senger will be providing music for the Roadeo and Sunday evening. The Hooligans will be performing on Sunday morning. Jacque is looking into some bands for the Saturday night entertainment.

The next board meetings are as follows: May 6 and May 7, 2019 starting at 1:00 pm in Aberdeen, SD and July 16th, 17th, and 18th in Dickinson, ND.

Brian Horinka/Tom Wanttie made a motion to adjourn the meeting. Motion carried.

Respectfully submitted,

Karrie L. Mikkelsen
Secretary