

**DTA**  
**Dakota Transit Association**  
**Annual Membership Meeting, Board Minutes, Dickinson, ND**  
**September 18, 2019**

**CALL TO ORDER:**

On September 18, 2019 the DTA General Membership meeting was called to order by President Terry Hoffman at the Grand Dakota Lodge in Dickinson, ND.

**BOARD MEMBER ATTENDANCE:**

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

**ABSENT:**

None

**STAFF PRESENT:**

Jacqueline Senger, Executive Director

**APPROVAL OF AGENDA**

Pat Hansen/Lisa Manning made a motion to accept the agenda. Motion carried

**APPROVAL OF MINUTES**

Ali Rood, Secretary, read the minutes aloud. Dale Bergman/Gayle Kludt made a motion to accept the minutes. Motion carried.

**FINANCIAL REPORT & 2019-2020 BUDGET**

Pat Hansen presented the financial report and reviewed the proposed 2019-2020 budget. Pat expressed concerns with the absence of PASS revenue from South Dakota and how that impacts the ability to expend funds on legislative line items. Lisa/Carol Anderson made a motion to accept the financial report. Dale Bergman/Jordan Smith made a motion to accept the proposed budget. Motion carried.

**BY-LAW CHANGE**

Randy described the proposed change to the by-laws which would allow any Board Member to serve as Secretary for unlimited terms. Pat Hansen/Dale Bergman made a motion to approve the by-law change. Motion carried.

### **SPRING TRAINING SESSION**

Terry invited members to provide feedback and ideas on DTA offering a spring training session. Brenda Schweitzer expressed support to bring good content to an additional training opportunity.

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### **PRESENTATION OF PLAQUE TO HOST CITY**

Erin Humphries accepted a plaque for appreciation for their hard work hosting the conference in Dickinson.

### **PASS REPORT**

Linda Freeman reported that two trainings were held in North Dakota. There were a few non-transit people (i.e. taxi and CNAs) who attended this year. Linda thanked host agencies and PASS trainers for their hard work. Linda noted that CTAA changed its rule so drivers need to recertify every two years instead of three. CTAA may be reviewing this rule for small agencies.

### **CONFERENCE SURVEY**

Terry explained an online survey will be sent to all members following the conference. Information is needed to build the attendance back up. Members were encouraged to contact peers who did not attend to complete the survey.

### **NEXT CTAA CONFERENCE**

May 31-June 4 in Louisville, KY.

### **DISCUSSION**

Terry explained the relationship between the board and DOT's on planning the conference. Brenda asked about insurance and Jacque explained DTA has insurance. Brenda asked for General Membership meeting packets to be sent out in advance, like the first part of September. Brenda asked that expiring board member terms are listed in the Tidbit to invite people to consider running earlier. Jacque explained this was listed on the front page of the September Tidbit that was sent on the 9<sup>th</sup>. Gayle requested the financial report is sent out quarterly to all members. Brian suggested the financial report is posted online along with the minutes. Gayle said an email would be preferred. Gayle asked for a follow up on information provided for insurance purposes. Terry explained not enough agencies responded for Cobbs Allen to review the data. Andy from River Cities described a big savings for them. Gayle said they are going with Cobbs Allen and will see a savings as well. The survey will be sent again and agencies will be encouraged to complete the survey to try and get a group insurance policy to save money for members. Brian explained the board is exploring offering quarterly PASS classes so trainers, host cities, and directors can plan ahead. Members expressed support. Linda suggested adding some questions on the survey regarding PASS. Brenda stressed the importance of nominations for DTA

awards. Brenda suggested a change to the process, possibly allowing members or a committee of members to review nominations instead of the Board to improve participation. Questions about the awards process will be included on the survey. Pat suggested award nominations remain open all year or earlier so members can work on nominations when it works for them. Erin expressed that some of the award criteria discourage nominations (i.e. “clear driving record”). Brian suggested members serving on a committee to review the awards and nomination forms. Terry suggested more sessions focused on technology, and a panel of FTA, DOT’s and agencies to review compliance and regulations. Gayle suggested providing a volume discount for members who send multiple people to the conference.

### **NEXT CTAA CONFERENCE**

May 31-June 4 in Louisville, KY.

### **2020 DTA CONFERENCE**

Terry gave a presentation inviting members to attend the 2020 DTA Conference in Watertown, SD.

### **CONFERENCE SURVEY**

This was covered in the discussion.

### **MEMBERSHIP CERTIFICATES**

Terry explained membership certificates will be emailed instead of mailed.

### **ELECTION OF BOARD MEMBERS**

Kathy Holman/Gayle Kludt made a motion to nominate Karrie and Tom for another term on the Board of Directors. Motion carried. Gale Kludt/Jordan Smith made a motion to cease nominations. Motion carried. Karrie and Tom were re-elected as Board Members.

### **DOOR PRIZES**

\$100 – Randy Hartman  
\$200 – Karrie Mikkelsen  
\$300 – Carol Anderson

Dale Bergman/Jordan Smith made a motion to adjourn the meeting: Motion carried.

Respectfully submitted,

Ali Rood  
Secretary