



## **DRAFT Executive Committee Meeting Minutes**

July 9, 2021

12:00 pm – 1:00 pm CDT

Held via web conferencing software (Zoom)

### **Attendance**

- Dr. Chandra Bhat, The University of Texas at Austin (Immediate Past President)
- Dr. Marwa Hassan, Louisiana State University
- Mr. David Kack, Montana State University
- Dr. Hilary Nixon, San Jose State University
- Dr. Larry Rilett, University of Nebraska-Lincoln (President)
- Dr. P.S. Sriraj, University of Illinois at Chicago (Treasurer)
- Dr. Patrick Szary, Rutgers University (Vice-President)
- Dr. Yin Hai Wang, University of Washington
- Ms. Traci Ulberg, MNW (Executive Director)

**Call to Order** by Larry Rilett, President

### **Minutes Approval**

Pat Szary provided an overview of the June minutes. David Kack moved to accept the meeting minutes as written and Chandra Bhat seconded the motion which passed unanimously.

### **Treasurer's Report**

Traci Ulberg provided a quick update. The current account balance is \$191,441.57 with one outstanding payable to Meetings Northwest for the Summer Meeting and the direct costs related to the five TIDE series webinars. The membership renewal link has been sent to members with some members choosing to renew online. Follow-up invoices will be sent before the end of the month.

### **New Initiatives Program 2021-22**

Larry Rilett had emailed a summary of the program to Executive Committee (EC) members prior to this meeting. Discussion was held on rating the submitted proposals, overhead rate, etc. Discussed changes will be included in the draft document provided to members. The following program timeline was proposed:

- Start competition in August (submission deadline: Friday, October 1, 2021)
- Recommendation to EC at the November EC Meeting
- Decision – November 2021 or December 2021 EC Meeting
- Start date (for selected programs): January 1, 2022

Additionally, a New Initiatives Selection Committee needs to be selected. This could be former winners and/or EC members. It was decided that CUTC will wait to see what schools apply to ensure no conflict-of-interest within the committee.



Larry would like to get feedback from members. It was decided that an email with the draft document be sent to members. Feedback could be gathered via an online survey and reported during the August EC meeting.

### Standing Committee and Task Force Reports

*a. Events Preparation Committee: Rilett/Szary/McDonald/Ulberg*

- Spotlight Conference – Pat Szary reported that a conference is tentatively planned for 2022. Any event is tied to reauthorization. He will stay in contact with Melissa and update the EC as needed.
- Winter Meeting Discussion –
  - Pat inquired if anyone had a timeline from past meetings. Traci shared a document highlighting tasks that ARTBA had recorded from previous meetings.
  - It was noted that having the students speak (like 2020 during the virtual event) was beneficial. The EC would like to see this practice continue in 2021.
  - It is hoped that we can reach out to sponsors no later than September.
  - The committee will begin to meet in the coming weeks.

*b. Activities Coordination Committee: Wang/Hallmark/TBD*

Discussion was tabled until August EC Meeting.

*c. Awards Committee: Hassan/Nixon/Kack*

- Marwa Hassan reported that she will open the Awards nomination process September 1<sup>st</sup> closing on October 15<sup>th</sup>. She will look over the online forms and let Traci know of any changes.

*d. Workforce Development Task Force: Rilett*

- Discussion regarding the Workforce Development Summit were tabled until the next meeting

### Strategic Partners/Alliances Reports

The need for designating new contacts for each of the strategic partners was discussed. The following assignments were modified or left open until a volunteer can be identified. It was suggested that not all representatives have to be on the EC. Other CUTC members in good standing could also serve as a liaison.

- AASHTO RAC: *Bhat/Rilett/Hassan*
- ARTBA Research & Education Division (RED): *Bhat/Nixon*
- TRB: *OPEN*
- ENO Foundation and Transportation Weekly: *O'Brien/Sriraj*
- APTA: *Sriraj/OPEN*
- ASCE T&DI: *Wang/OPEN*
- ITE: *OPEN*
- ECTI: *O'Brien/Bhat*



Traci noted that many of our strategic partners may not be aware that CUTC will share information (job postings, conferences, etc.) with our members on their behalf. Pat also noted that a few years previous, discussion was held on inviting representatives from each of our strategic partners to report to the EC during a monthly meeting or the Summer Meeting.

**Adjournment** (adjourned at 12:54 am CDT)