



Executive Committee Meeting Minutes

December 7, 2020

1 PM – 2 PM (ET)

1. Call to Order:
2. Attendance:
 - a. Dr. Chandra Bhat, The University of Texas at Austin (President)
 - b. Dr. Shauna Hallmark, Iowa State University
 - c. Dr. Marwa Hassan, Louisiana State University
 - d. Mr. David Kack, Montana State University
 - e. Dr. Michael Knodler, University of Massachusetts, Amherst
 - f. Dr. Noreen McDonald, University of North Carolina at Chapel Hill (Treasurer)
 - g. Dr. Tom O'Brien, California State University, Long Beach
 - h. Dr. Larry Rilett, University of Nebraska-Lincoln (Vice-President)
 - i. Dr. P.S. Sriraj, University of Illinois at Chicago
 - j. Dr. Patrick Szary, Rutgers University (Secretary)
 - k. Dr. Yinhai Wang, University of Washington
 - l. Dr. Alison Black, ARTBA
 - m. Ms. Melanie Laird, ARTBA
3. Minutes Approval: Szary
 - a. The November minutes were approved.
4. Treasurer's Report: McDonald
 - a. 13 committed CUTC Banquet sponsorships totaling \$32,500.00.
 - b. **Action Item: ARTBA will create a spreadsheet of CUTC members with outstanding dues to assist with outreach.**
5. CUTC Management RFP Response Discussion
 - a. The CUTC Management RFP Review Committee presented their observations from the two formal interviews for IRF and Meetings Northwest, Inc to the Executive Committee, and formally recommended awarding Meetings Northwest with the CUTC management contract. The Executive Committee unanimously agreed. Traci Ulberg, Meetings Northwest will replace Alison Black as the new Executive Director.
 - b. **Action Item: ARTBA will send letters to the four institutions that provided proposals and will begin coordinating the CUTC transition with Meetings Northwest.**
6. ARTBA Help for Upcoming TRB-related Events (OST-R session, CUTC Business Meeting, CUTC Banquet)
 - a. A planning committee call is planned for December 18. Registration pages for the events are up and running, and ARTBA is finalizing the winners for the CUTC Student Awards.
 - b. **Action Item: ARTBA will send out notification letters to CUTC Student and Professional Winners.**
7. Standing Committee and Task Force Reports:
 - a. Events Preparation Committee: Rilett/Szary/McDonald/O'Brien



Council of University Council of University Transportation Centers

- b. Activities Coordination Committee: Sriraj/Wang/Hallmark (including Social Justice workshop series)
 - c. Awards Committee: Hassan/Knodler/Kack (award recipient recommendations)
 - i. Hassan provided an overview of this year's professional award winners, and reviewed the new processes used to review and select the winners.
 - d. Workforce Development Task Force: Rilett
 - e. Nominating Committee: Bhat/O'Brien
8. Strategic Partners/Alliances:
- a. TRB: O'Brien
 - b. AASHTO RAC: O'Brien/Bhat
 - c. ENO: O'Brien
 - d. ITS America: O'Brien
 - e. ARTBA Research & Education Division (RED): Black/Knodler
 - f. ITE: Knodler
 - g. APTA: Sriraj
 - h. Transportation Research Forum: Sriraj
 - i. Possible strategic partnerships:
 - i. Community and Tribal Post-Secondary Outreach: O'Brien
 - Needs Assessment Discussion
 - ii. ASCE: Wang
9. Other items: Bhat

All scheduled conference calls (eastern time):

- January: No meeting planned.
- February: TBD