



## Executive Committee Meeting Minutes

January 8, 2022

3:30 pm ET

Zoom and In-Person

### Attendance

- Chandra Bhat, UT Austin (Past President)
- Dr. Noreen McDonald, UNC Chapel Hill (Secretary)
- Dr. Hilary Nixon, San Jose State University
- Dr. Larry Rilett, Auburn (President)
- Dr. Patrick Szary, Rutgers University (Vice-President)
- Ms. Traci Ulberg, MNW (Executive Director)
- Shauna Hallmark, Iowa State University
- Marwa Hassan, Louisiana State University
- Camille Kanga, City College of NY
- David Kack, Montana State University

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

### Minutes Approval

Noreen McDonald provided an overview of last month's meeting minutes. One correction to spelling of Jill Hough. Unanimous vote to approve.

### Treasurer's Report

Skipped because Sriraj not present due to travel difficulties.

### Meeting Northwest Contract

Traci described two-year contract; previous contract was one-year. Most tasks are the same; there has been some details rearranged and added.

### Comments

- Pat suggests adding google drive for non-confidential files.
- Hilary noted that student award process went well in transition
- Chandra suggests adding old files from ARTBA in shared drive.
- Larry suggested adding to Treasurer's Report the amount billed/approved/what was done.
- Larry suggested addressing in by-laws especially finances.
- Camille suggested creating a record of passwords and other operating materials, eg operating manual.
- Larry suggested thinking about how to maintain records especially financial.

Motion: Move ahead with two-year contract with MNW and Larry/Sriraj will review/sign (David).  
Second-Shauna.



Passes unanimously.

### **Banquet and Sunday meeting**

Banquet: Mini-watch party. Otherwise login at 5:30. Attendance ~180.

USDOT: Amy Stearns doing Q+A. Meeting will be webinar-style; only panelists are visible.

CUTC Business Meeting: Camera focus on podium

### **By-laws (Rilett)**

Reviewed proposed changes in Articles II/III

- Article II: Focus on mission/vision
- Change membership types (currently 2) to one type and move to section III

Discussion:

- Support for keeping membership-related items in one section
- Support for one type of membership that is more inclusive rather than current language which focuses on level of commitment.
- One question how to include community colleges/MSI in the membership discussion
- Sriraj/Szary/Rilett will redraft Articles II and III

Review proposed changes: Article V

- Should there be more detail on what happens in officer resigns?
- Should by-laws reflect practice of rotation of officers with the aim of having experience on board?
  - Chandra: Membership endorses slate each year so ok to not be in by laws
  - David: What should order be? Perhaps Secretary first.
- How do by-laws deal with administrative agents? Currently it says 'majority vote of members' for selection (not renewal)
  - David should there be a clause that EC can act in between meeting of members.
- Is the agent an officer?
  - Traci: in the past, the agent has been designated executive director and served as non-voting member of EC
- Who can serve on the EC? Currently serves member in good standing. Opportunity to refine language.
  - Could be that must be in good standing when vote occurs.
  - Could add language that must remain in good standing.
  - No votes may be required.
  - This could go in the election section.
- Duties of officers
  - Chandra could review detailed document with role/responsibilities and make sure concords with wording in by-laws
  - Treasurer duties: Provide clarity on who maintains records, eg Treasurer maintains record for past 7 years, Secretary maintains 7 years of minutes
  - Google Drive/other repository would be useful.



- Officer elections:
  - Who is managing? Secretary or Executive Director
  - Would like list of duties for agent/ED
  - Note: Executive Director terminology connotes a great deal of latitude in moving forward EC agenda.
- Article V Revisions: Larry/Pat with help from David/Chandra

#### Duties:

- For Treasurer
  - Financial audit: language could be changed to quarterly/semi-annual/end of FY review of checks/balance. This could be listed as part of treasurer duties.
- Nominating committee: Refers to nominating Treasurer.
- Membership committee: Is this needed? Suggestion: Remove and send duties to Activities Coordination Committee
- Federally Sponsored Centers Committee: Inactive currently.
  - Suggest removing.
- Committees not in by-laws
  - Activities Coordination
  - Meeting Prep
  - Awards (also should national awards and student awards committees be combined)
  - Suggest: Add these to by-laws and ask Chandra to write the language for the by-laws.

#### Article 7: Dues/Fees/Assessment

- How to be inclusive? Community colleges, etc.
  - Is there option for hardship waiver? All would be full member.
  - Clarification student award eligibility for non-member UTC consortia schools.
  - Pat will follow up on revisions of this article.

#### Awards

##### Do awards belong in by-laws?

- Group working on awards will address this.
- Need clarity on member in good standing timing for student awards
- Awards committee will look at data specifics

##### Naming Rights for Awards

- Pat will take lead. Not in by-laws right now (and may not need to be)
- Need clarity on formal commitments in naming rights.
- Currently opportunity not available to all who might clarify and some 'named' organizations did not pay this year.
- Marwa and Chandra will assist Pat.

#### Website oversight assignments

Goal is to increase feedback. Committees need to review their website sections.



Table.

**Membership Benefits**

Table.

**Summer Meeting**

Possible agenda

New Initiative Presentations

Strategic Partners: eg AASHTO

Survey to Identify Administrative Topics

Award Winners could present research

Possible to archive summer sessions or do sessions in advance as part of webinar

**Adjournment** (adjourned at 5:25pm ET)