



Executive Committee Meeting Minutes

February 4, 2022
11:00 pm – 12:00 pm CT
Zoom

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. P.S. Sriraj, University of Illinois at Chicago (Treasurer)
- Dr. Patrick Szary, Rutgers University (Vice-President)
- Ms. Traci Ulberg, MNW (Executive Director)
- Shauna Hallmark, Iowa State University
- Camille Kanga, City College
- David Kack, Montana State

Call to Order by Larry Rilett, President

Minutes Approval

Noreen McDonald provided an overview of last month's minutes. David Kack motion; Chandra Bhat second. There were no corrections and a unanimous vote to approve.

Treasurer's Report - Sriraj

The balance as of January 31, 2022 was \$236,000 (not encumbered for the New Initiatives program and MNW invoice); MNW invoice for January - \$24,000; some sponsorship pledges have come in and following up on others; Working with Meetings NW to identify contacts for invoices; UIUC will reinstate membership; 83 memberships currently.

Interest in doing New Initiatives program again. Discussion of timing and moving up deadlines. Potentially wait on NOFO to decide timing. David Kack suggests announcing at summer meeting. Pat Szary suggests reassessing before summer meeting to make sure in accordance with CUTC mission. Table until closer to summer meeting.

Standing Committee and Task Force Reports

Events Preparation Committee: Rilett/Szary/McDonald/Ulberg report by Szary

- Pat Szary recapped winter meeting. Everything went well with excellent support from MNW. There were approximately 17 in room and about 50 online.
- A post-event debrief was held with USDOT. They were very happy with banquet and desire to institutionalize videos into banquet. Going forward they will collect cell phone numbers for students and move video timeline up. In Jan 2024 there will be many new centers so an



established process is crucial. They were also in favor of in-person event, in favor of sponsoring a reception, but would prefer invitations to DOT leadership to be issued earlier.

- Good feedback from online and in-person viewers.
- Rilett gave kudos to Pat for great event
- Banquet Sponsorships
 - Split sponsorships and naming rights
 - Pat reviewed the draft guidance
 - Documents current practice
 - Gives flexibility, not part of bylaws
 - Sponsorship: 50% to seats and 50% to other CUTC activities
 - Clarifies benefits of sponsorship
 - Comments
 - Add timeline and responsibilities
 - Store on google drive
 - Sriraj asked about number of registrations per sponsor
 - Next steps
 - Formalize and vote next EC (March)
- Naming Rights for Awards
 - 6 potential awards for naming
 - Decouple from past sponsorships
 - 5000 per year gift with 5-year commitment
 - Each award receives cash gift
 - Big question: Permanent endowment focused on the awards? Or rolling?
 - Comments
 - Sensitivity to existing sponsors
 - Capacity of CUTC to manage trust funds
 - How to explain uncoupling of sponsorship (seats) and naming
 - Support for uncoupling sponsorship and naming
 - May want to consider amount for naming rights then 50% to award winner and 50% to support CUTC
 - Covid provides natural break to change practices
 - We can clarify that the extra funds are going to pay student awards
 - Consider changing order of naming of award 'sponsored by XXX'
 - Be careful about administering endowment accounts. Potential liability/accounting burdens.
 - Next steps
 - Think about amount
 - Consider sponsored by...

By-laws

Working on it. Tabled until next meeting.

Website

Looks good. Send comments.



Google Drive

MNW needs feedback on who has access and what should be there.

Summer Meeting: Kack

Potential for hybrid sessions and record a few sessions.

Financial risk for host institution.

- Potential for non-refundable registration?
- Could do survey for attendance?

Activities Coordination Committee: Wang/Hallmark/Kamga [postponed]

Workforce Development Task Force: Rilett [postponed]

Nominating Committee [postponed]

Membership Committee [postponed]

New Initiatives Committee – Szary [postponed]

Strategic Partners/Alliances Reports [skipped]

AASHTO-RAC- Rilett

ARTBA- REC – Nixon

TRB – Nixon

Eno Foundation – Sriraj

APTA – Sriraj

ASCE – T&DI – Wang

ITE – no one assigned

ECTI –

Other Items

Letter to TRB (drafted by Jennifer Dill and shared by Hilary Nixon)

Virtual career fair on 2/17 sponsored by TRB and CUTC

Adjournment (adjourned at 12:00 CT)