



## Executive Committee Meeting Minutes

July 1, 2022

Held via Zoom, 11:00 am CDT

### Attendance [**Bold indicates in attendance at this meeting**]

- **David Kack, Montana State**
- **Camille Kamga, City College**
- Shauna Hallmark, Iowa State
- **Susan Handy, University of California-Davis**
- **Marwa Hassan, Louisiana State University**
- **Noreen McDonald, UNC Chapel Hill (Vice President)**
- Hillary Nixon, Mineta Transportation Institute
- **Larry Rilett, Auburn (Past-President)**
- P.S. Sriraj, University of Illinois at Chicago (Secretary)
- **Patrick Szary, Rutgers University (President)**
- **Constantine Tarawneh, University of Texas Rio Grande Valley**
- **Traci Ulberg, MNW (Executive Director)**

### Call to Order by Pat Szary, President

### Minutes Approval: Sriraj

- Pushed to next meeting

### Treasurer's Report: Hassan

- Traci is sending her the update. They will get together some time next week and will give the report next meeting

### Strategic Partners/Alliances

Pat opened discussion about strategic partners (follow up to our discussion in Big Sky). Want to try and have a semi-permanent contact person for each of our strategic partnerships linked with a rotating membership with the Executive Committee. Traci will draft an email to survey members to determine who may already have a relationship with these organizations and would be willing to volunteer for a 3-year term.

- AASHTO RAC: *Bhat/Rilett/Hassan*
  - Larry has a presentation in three weeks, on CUTC. May have to find someone else to give it because he has conflicts
- ARTBA Research & Education Division (RED): *Tarawneh/Nixon*
- TRB: *Nixon/Rilett*



- Tarawneh: Junior faculty/recruitment workshop – As part of the AR030 Rail committee (Railroad Operating Technologies), he has reached out to a few people regarding a joint workshop at TRB for younger faculty. Genevieve Kulaski from Meetings Northwest will also look into workshop space through TRB. Jeff Shultz is chair of the committee.
- ENO Foundation and Transportation Weekly: *Sriraj/Open*
- APTA: *Sriraj/OPEN*
- ASCE T&DI: *Wang/Bhat/Rilett*
  - Report on ASCE International Conference on Transportation & Development (ICTD 2022), May 31 – June 3, 2022 (UTC Technology Transfer Workshop)
    - Chandra had sent Traci pictures.
    - Larry, Chandra, and Yinhai work on a write-up/newsblast
- ITE: *McDonald*
- ECTI: *O'Brien/Bhat*

**Member Benefit Documents:** Rilett/Szary/Ulberg

- There will be some turnover in the fall with the centers so CUTC has an opportunity to recruit new members. The document is almost finished off and Traci was asked to distribute to the EC for comment. After comments are received we will turn it into a flyer (expanded November 2021 will be working version). Intended to target to those without UTC or newer UTC. Try to get them involved.
- Constantine suggested that flyer be designed/outlined with questions - make it more entertaining to read (include pictures).

**New Initiatives Program:** Szary/Handy

- Talking about what language we would want to add to get broader additions to the membership. Needs to be sent to Susan. Drop current ones and broaden in the next month before the awards.

**Banquet:** McDonald/Szary/Ulberg

- Pat, Noreen and Traci met and talked about Winter Meeting planning efforts, Pat emailed USDOT about setting up a meeting to make sure their needs are met
- McDonald: Focused on keeping videos, but likely going with traditional banquet format. The EC were asked about what type of banquet they desired.
- Handy: Not sure a banquet is the best option. Want CUTC to give thought if it is a big financial burden on us.
- Kack: It's a big expense, but with sponsorships and tickets, we usually cover the cost



- Rilett: What are the risks to having one and of not having one, from EC perspective, look at both sides.
- Ulberg: talked about doing a reception and instead of a banquet, still siting and watching presentations with theater seating and a program without food cost. People said that it wouldn't be enjoyable without food.
- McDonald: Talked about more space for reception and not having a separate student sponsor reception and instead doing more space with sponsor with own high top and table
- Tarawneh: Do a combo with tables and program. Not do two separate events
- McDonald: Only do a reception, let student award winners have an easel with poster and use closed captioning on videos playing in the background, have one main keynote (from USDOT). It would be more time efficient and would mitigate risk.
- Handy: Could be a year to try something different, could always go back in future years
- Tarawneh: Maybe do cheaper food, finger food. He liked the idea of having posters and allowing students to talk with attendees.
- McDonald: Will talk with Traci and Gen about quotes to see what the options might be. We need to have USDOT buy-in on any changes, but we need to have ideas for them to envision.
- Szary: Have to consider if cancelled, cancelation clauses may cover it, move forward an agenda because it'll be here soon. He will talk to Noreen more about planning it, changing format, etc.

**Membership Committee:** McDonald/Handy/Kack

If more members in the fall and winter, we need to staff up committee. Vice President gets volunteered for that so Noreen will be on committee, get at least two more members. Review applications, submitted 45 days before winter meeting, might be more of a spring activity.

- Tarawneh: We need to have member benefits ready for these new centers, new universities being engaged, it would be good to give them that pamphlet. Convincing those without UTC centers.

**Oral History and Updating UTC History:** Sriraj/Bhat

- Get someone from the EC? A couple people interested but would like someone from EC on it.
- If you have anything you want to preserve, you can add it to the google drive and pass it on.
- We can tap individuals outside of EC to gather historical data.

**Summer Meeting:**

- Kack: After August/Labor Day send out RFP about next two summer meeting locations.
- The Review/Prep Committee will include – Kack/Szary/Ulberg/Tarawneh



- Szary: Review documents for Summer meetings, concerns about cost with the last one, everything was more expensive this last year. He did ask the 2023 hosts to try to moderate costs as much as possible and keep the registration fee down and plan to have scheduling and programming for TRB wrapped up to he can present plan at TRB.

**Other items**

**Next Meeting:** August 12, 2022

Adjourned at 11:40 CDT

**Action Items:**

- Traci to draft email to members about Strategic Partnerships (send after UTC competition closes).
- ASCE workshop writeup to Traci (Rilett/Wang/Bhat)
- Forward “membership benefits” document to EC Members. EC Members to provide comments back.
- Traci to draft Summer Meeting RFP for review by Board.