



## Executive Committee Meeting Minutes

February 10, 2023

Held via Zoom

Attendance [**Bold indicates 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

**Secretary Report:** Sriraj briefly summarized both the January Executive Committee Meeting and the Winter Business Meeting. Camille moved to approve minutes as written. Hillary Nixon seconded the motion which passed unanimously. Both the Winter Business Meeting and Summer Business Meeting will be sent at the same time.

**Treasurer's Report:** Marwa was unable to attend so Traci provided the treasurer's report. CUTC is in good standing with a balance of \$201,010 (as of January 31, 2023). Registration fees have not been transferred and the USDOT sponsorship is still pending. Four (4) of the Six (6) outstanding memberships chose to renew. Duke University and University of Central Florida have let their membership lapse.

**Bylaws:** Pat presented language to modify bylaws with language that would clarify when dues must be paid for schools to participate in the award process. Following discussion, the following language was determined:

*Section VII Dues: "After failure to pay annual dues by November 1 any pending award nominations will be disqualified and removed from review/consideration. If a suspended member pays the outstanding membership dues after November 1; at the sole discretion of the CUTC President, with input from the Awards Review Committee, given available resources and*



*status of selection process, the committee may or may not choose to review and consider the disqualified award nomination."*

Additionally, there is very limited language about the CUTC Executive Director. Pat will email proposed language to define the role better within the bylaws to the Committee. The EC was asked to review and respond to Pat.

**Events Preparation Committee:**

A brief discussion on the winter meeting was held and comments were positive. The venue was well liked and everyone wished to continue using the videos. Pat and Traci also met with USDOT to debrief about the banquet. Additional comments:

- In Memoria process was good. Formal process still needs to be finalized.
- Traci informed the group that the Renaissance was not available for 2024 and 2025. They are looking at other facilities and will report back to the board with what comes available.
- Group projects and Community College awards should be considered for future years. It was suggested that a smaller group create a recommendation and bring it to the EC.

The Summer Meeting agenda is still being developed, but Pat and Noreen will be working with Florida to have that before the March EC Meeting.

The Summer Meeting RFP deadline was extended to March 15<sup>th</sup>. No RFP's (for 2024 or 2025) have been received yet.

**New Initiatives Committee:**

Pat gave a brief synopsis of the program – this is the 2<sup>nd</sup> year that awards have been granted. As a reminder, grant amounts are usually very small (less than \$15,000). An equal amount of cost share is requested. The intent is for these programs to benefit the CUTC membership.

The EC discussion focused around the question – Are these projects benefiting CUTC and CUTC members?

- David remarked that these projects could be viewed as a member benefit and how can we encourage projects that better meet member needs.
- Susan remarked that it is a benefit to have a way to fund good ideas; however, maybe a more critical review process needs to be put in place.
- Sriraj reminded everyone that the initiative started when a cash surplus was noted. He suggested a more critical review process.
- Noreen remarked that David's project was very inclusive, but other projects (ones that are more campus focus) are harder to apply to the entire CUTC membership.
- Traci suggested that future projects that include events need to be coordinated with CUTC so that CUTC can help promote them (not just put them on the CUTC list-serve)



- Susan wanted to see additional partnerships with other schools.
- Hilary suggested that we identify inclusive, transferable activities and provide parameters for desired outcomes (how-to-guides, workbooks, etc.)

**Action Items:**

- Pat to draft CUTC Executive Director bylaws language and send to committee.
- The Group Project Award and Community College Award category recommendation (for EC)
- In Memoria discussion will be added to a future agenda
- Susan, David and Noreen will work to revise language to take into account today's discussion

**Next Meeting** – with focus areas

- March 10, 2023, 11:00 am CT (Zoom) – Student Awards
- April 14, 2023, 11:00 am CT (Zoom) – Election/Summer Meeting Prep
- May 12, 2023, 11:00 am CT (Zoom) – Strategic Liaison Reports
- June 22, 2023, time/room pending, Miami, Florida
- July 14, 2023, 11:00 am (Zoom)
- August 11, 2023, 11:00 am (Zoom)
- September 8, 2023, 11:00 am (Zoom)
- October 12, 2023, 11:00 am (Zoom)
- November 10, 2023, 11:00 am (Zoom)
- December 8, 2023, 11:00 am (Zoom)