



Executive Committee Meeting Minutes

March 16, 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)** – arrived late
- 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 summarized the February meeting and action items. Constantine moved to approve and David second the motion which passed unanimously. Traci will be wrapping up the Summer 2022 meeting minutes. She will also work with Sriraj on the Winter 2023 meeting minutes.

Treasurer's Report: Marwa provided stated that the chapter was in good standing with a current balance of \$205,428.

Bylaws: Pat had circulated the Executive Director language to the board and received no comments. There were some comments on the award language and Larry made subsequent adjustments that everyone agreed with. The Federally Sponsored Committee, which has been inactive for several years, will be removed. Larry will do another review and see what other changes could be made to committee language and present those to the board via email or at the next meeting (as needed).

Events Preparation Committee:

Summer Meeting

Pat had forwarded the Summer Meeting draft agenda prior to the call. He quickly reviewed it with everyone. Comments from the EC included minor concerns about the length/quantity of



bus trips. Shauna suggested that the hosts provide some generic guidance on the bus trips and other options for getting from the meeting space to the University.

Pat is hoping to get the agenda up online as soon as possible so people can begin to make travel plans. The Executive Committee meeting is currently scheduled for Tuesday evening, June 20th.

Future Summer Meetings (2024 and 2025) – Traci shared that they had received one (1) proposal for 2025 (University of Arkansas). It was decided to keep the 2024 RFP open while contacting a few schools directly. Pat will reach out to a few schools and report back at the next meeting.

Winter Meeting

Traci provided a quick summary of the facility options for the 2024 and 2025 Winter Meeting. The Grand Hyatt or Capital Hilton. The Grand Hyatt was more cost effective and directly connects to the Metro. The board was supportive of this option and Traci will reach out to USDOT to let them know of the change.

Slate of Candidates:

The recent competition resulted in more seats than usual being vacated for the 2023-2024 election cycle. Noreen McDonald will not be returning. Pat and Larry looked at past members at large for possible candidates for the open officer positions. Some of them were open to serving in this capacity. It is anticipated that the slate of officers will be as follows (Pat Szary moves to Immediate Past President):

- P.S. Sriraj, President
- Marwa Hassan, Vice-President
- Yinhai Wang, Secretary
- Michael Knodler, Treasurer

The two member-at-large seats have not been finalized but will be before the next meeting. Pat asked that any EC members that had a potential candidate to send their name to Pat or Larry.

Student Award:

EC comments were included in the Group Project Award Survey that has been out for several weeks. Marwa reported that she received very little response to the survey. She would like to send out the survey again and try to gain additional feedback after she has reworked a few of the questions.

A Community Project Award was first brought up at the Winter Meeting. The concept is to have it be similar to a high school project. A science or engineering teacher would select an activity and students would work to complete that activity and then present it. Presentations



could be posters, model or video. The goal is to encourage more community colleges to become part of CUTC.

For this award, the submission would be a report and 5-minute video presentation (similar to ARTBA RED's competition). The report would be a summary of the project findings. The concern was expressed that we may be jumping over bachelor's degrees. Options to address this include:

- Call it an associate degree award and add another award for undergraduates; or
- Open it to both Associates and Undergraduate students; or
- Allow the Group Project Award to be the focus for undergraduates (and this one remains the focus for associate degree candidates).

Sriraj suggested that CUTC involve USDOT. The concept of the winning individuals/teams presenting a poster (with travel covered) at the Winter Meeting was well liked by the committee.

Additional discussion centered on the existing Student Award Process and reiterated concerns with the review process and the subsequent lack of response from some reviewers. Constantine suggested that a formal letter that required reviewers to confirm their availability to act as reviewers would help (with a follow-up calendar invite). At the Winter Meeting, it was suggested that a registration discount be provided to reviewers for attendance at the Awards Banquet.

After some discussion it was decided that MNW will provide support to the Student Awards committee for the review commitment letters (and follow-up calendar invites with the important deadlines). Additionally, a 50% discount for the Award Banquet registration will be provided to reviewers.

Strategic Liaison Assignments: The remainder of the meeting reviewed volunteers for the semi-permanent positions with our Strategic Liaisons (shown in RED). This will be addressed further in April.

- AASHTO RAC: *Bhat/Larry Rilett/Hassan*
- ARTBA Research & Education Division (RED): *Tarawneh/Nixon/Karen Philbrick*
- TRB: *Nixon/Larry Rilett*
- ENO Foundation and Transportation Weekly: *P.S. Sriraj/Open*
- APTA: *Sriraj/Gregory Newmark*
- ASCE T&DI: *Wang (coming on in 2023-24)/Rilett/Chandra Bhat*
- ITE: *Knodler (coming on in 2023-24)/Mansoureh Jeihani*
- ITS America: *Stan Caldwell*
- European Conference of Transport research Institutes (ECTRI): *O'Brien?/Bhat*



Action Items:

- Traci to finalize contract with Grand Hyatt for 2024 (and 2025) Winter Meeting
- Send member-at-large candidate suggestions to Pat and/or Larry
- Marwa to revise group award survey and send to Traci for distribution as well as reach out to USDOT
- Discuss strategic partnerships at next meeting ECTRI, IRF and TRF involvement (Sriraj will inquire with TRF about building a partnership)

Next Meeting – with focus areas

- April 14, 2023, 11:00 am CT (Zoom) – Election & Award wrap-up
- May 12, 2023, 11:00 am CT (Zoom) – Strategic Liaison Reports
- June 20, 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)