

RAC Region 1 Meeting

July 27, 2015

Attendees:

Michael Connors, CT
Hua Xiang, MD
Camille, NJ
Curtis, MA
Dale, ME
Ann, NH
Soumya, DC
Martin P, Portland State
Barbara Harder
Skip

FY2016 Administration

Our chair would normally be stepping down at this meeting, but is on maternity leave. Our vice chair/incoming chair has changed positions. Ann was to be the incoming vice chair, but she is not yet ready to take on full chair duties.

Suggestions:

- A past chair serves for one year and Ann takes over for the second and continues from there
- Leadership by committee- we have several past chairs still on the committee (Dale, Camille, Allison when back in September)

Responsibilities:

1. Monthly regional calls, participate in RAC leadership calls
2. Hosting annual meeting in 2016 – more work, but also more pressing

2016 RAC-TRB State Reps Meeting: Providence, RI

Our region is responsible for planning the meeting. We can rely on the RI folks and the event planners for the organizational details. But there is a collective responsibility for programming – put together the program with the RAC leadership. We also want to think about how to keep some of the local flair in the program.

The hotel contract has been signed – July 25-28 (M-Th)

How to approach this:

Prior experience from region 1 hosting: Dale, Camille, Bill

Region 2 example: someone stepped up to serve as the lead of the programming committee. 2-3 people came up with session ideas, then someone was identified to be in charge of a session.

Suggestion is to start programming within the next two weeks. Don't wait until after the TRB Annual Meeting

- Session identification with the RAC leadership back and forth will take 3-4 months. Then identify speakers, invite them. Put together a session agenda for each session and identify room and A/V needs
 - All of this should be done by 6 months out (Jan/Feb)
- Event website goes up around Feb so people can start making plans, show draft agenda
- Things will change in the remaining months – e.g. new authorization, speakers leave or someone new comes in.
- Drop dead date for the program is the end of April, but we should shoot for much earlier to be safe.

Is there guidance?? 5 years ago Monique Evans in Ohio put one together. Admin TF is currently reviewing and revising.

Marty offered one of his staff who coordinates for events like this – he could be the one wrangling things around on the programmatic side (organizes the call, takes the notes, pushes people to deliver what is needed – he's the nudge we all need)

Program committee should probably meet separately from the regional call. Start with monthly calls, then possibly move to biweekly calls.

Next Steps: After this week, Dale will set up a regional meeting planning call – Curtis has a webinar program we can use. Proposed time slot is third Thursday of every month (1:30pm ET). Include Skip in the invite and he will try to join as able. We will start by inviting everyone in the Region to the call – attendance will vary.

Sessions

Many sessions are consistent from year to year

- Your role in RAC – Admin TF does this
- TF Meetings
- Regional meetings
- View from the top
- Sweet 16

We have 6-7 sessions to really work with and get our local flavor

We are doing the survey – will get the feedback from that

R4 changed some items – they wanted expectations from leadership on what they were going to get out of this, and creating a booklet of bullet points to take home

How do we fill the other slots?

- Regional flavor
- Lean on TFs to get some help
- Hot topics that arise in our group (e.g. Supercircular and Program Review this year)

Inputs to the thematic things

- The people around the table and what we know about
- Hot critical issues going on - TRB during State Rep meeting covers some of these
- Takeaways from TRB Annual Meeting
- Reauthorization???
- What's hot with the TFs?

What drove this year's agenda? Came from survey from previous year (popular sessions, what people go out of it, what they would like to see); Region 4's ideas of what they wanted to see

NCHRP was a given topic because of more interest in implementation, but could easily do again - 2017 is the first solicitation to do open call focused on 2-3 main ideas, will perhaps be some discussion on this

Next Steps: Soumya and Stephanie will put the boilerplate agenda based on past years – the pre-set sessions

Regional Participation on Task Forces

(added names in italics)

Administration: Allison Hardt and *Stephanie Dock*

Coordination and Collaboration: Stephanie Dock, Allison Hardt

Program Management & Quality: Hua Xiang, *Brad Overturf*

Transportation Knowledge Networks: Curtis Bradley and Camille Crichton-Sumners

Value of Research: Ann Scholz, *Soumya Dey*

Review of Region 1 Report for Thursday

Reviewed the slides for presentation with new members and FY15 accomplishments.

Discussion of who is and is not actually a member of RAC from Region 1.

Review of Current Meeting Schedule & Frequency

Keep our monthly meeting; make sure folks are aware that you have the option to present on work of interest in your area

High Value Research

Participation was rather low this year in submittals. Suggestion that having to do this annually is tricky for us – may not have many to choose from. But a reminder that it does not have to be a project that just finished and can be something older that is showing implementation now.

What defines high value? Value is in the eye of the beholder – some show monetary benefit, one member notes that if something is being implemented at all from the project it counts, may be showing promise

Mentoring Guidelines

Do we want to officially assign mentors? We are encouraged to this and to follow the mentoring guidelines. If new members want to have a mentor, raise your hand. But the longer-standing members also want people to realize that you can always just pick up the phone and call them with questions