

Meeting Minutes

Date	5/11/2015	Time	2:30 pm (Eastern)
Facilitator	Cynthia Jones	Secretary	Michael Townley
Subject	RAC Region 3 Meeting		
Attendees	<p>Member states attending:</p> <p>Illinois – Megan Swanson Indiana – Tommy Nantung Iowa – Peggi Knight Kansas – Rick Kreider Michigan –Michael Townley Minnesota – Linda Taylor Missouri – Bill Stone Ohio – Cynthia Jones Wisconsin – Diane Gurtner</p> <p>Others attending: Darcy Bullock: Purdue University</p>		

Key Points Discussed		
No.	Topic	Highlights
1.	Review agenda / roll call	Agenda approved. Roll call attendance marked above.
2.	Review previous meeting minutes	A motion to approve the minutes was made and seconded. The motion carried.
3.	Communicating Research and Tech Transfer	<p>Darcy Bullock of Purdue University lead a discussion on the importance of Communicating Research:</p> <p>Darcy reviewed the communication session he had with Ohio and Illinois. Both Ohio and Illinois spoke highly of the session. Megan Swanson was interested in the way a polished message about the research project was made interesting. Ohio was impressed with the coordination between Indiana DOT and Purdue.</p> <p>Visuals and multimedia communications are very important when explaining research. Concise messages are important when communicating research to the public or to executives within a DOT. High quality photos are important for communication. It may be too late at the end of a project so it is important to coordinate this during a project.</p> <p>Coordination with the DOT Public Information Officer (PIO) is important. Collaboration and engagement between student, professors, executive DOT staff, technical staff, and construction staff is important. It is important to have messages approved by the DOT before things are produced. Frequently this involves contact and discussion with the research program and the PIO.</p>

		<p>Purdue develops communication information on research topics and then provides the information to Indiana DOT for approval before distribution. Indiana DOT takes the lead on topics like lane closures and bridge construction.</p> <p>Stakeholder communication is critical. An example was given on concrete pavement joint maintenance workshop. A tightly scripted meeting was held with consultants, private sector contractors, and other private sector partners that focused on research recommendations rather than research methods. This helped with engagement and acceptance. The private sector can be very helpful with tech transfer.</p> <p>It is critical to involve Local agencies in the project not just hand them the recommendations or they will not be accepted or understood.</p> <p>Indiana DOT identifies high impact research up front and includes Purdue Communications in those projects.</p> <p>Cynthia will provide a link to information on Ohio DOT's tour guide system.</p> <p>Cynthia is having a communications Peer Exchange meeting.</p> <p>Lower cost communication with various users and customers was discussed.</p> <p>It was noted that advertising the value of research and trying to get successful implementation are two communication goals.</p> <p>Getting in front of executives with convincing communication materials is a key step to implementation. Obtaining executive support is one of the most important steps to championing implementation. Purdue and Indiana DOT meet with DOT executives once every 6 months.</p>
4.	High Value Research results	<p>A high value research project's ballot containing all the projects submitted by region 3 members was circulated for member voting in April. Results were tabulated and the top 4 projects were as follows:</p> <ul style="list-style-type: none"> • Illinois - Development of a Traffic Incident Management Operational and Training Guide - Phase II • Iowa - Track-a-Plow • Missouri - Safety Evaluation of the Diverging Diamond Interchanges (DDIs) • Ohio- Evaluation of EPOKE Bulk Spreader for Winter Maintenance <p>Cynthia will email Region 3 members a list of the top four high value research projects.</p>
5.	Ahead of the Curve pilot nominations	<p>An "Ahead of the Curve" pilot will occur on Sunday during the Summer Meeting in Portland.</p> <p>Region 3 has nominated Rick, Hafiz, Michael or Steve, Amy, Megan, and Diane to participate in "Ahead of the Curve" pilot. Cynthia will present the nomination list and receive feedback from Skip on the appropriate number of attendees</p>
6.	Summer Meeting invitations	<p>The Summer meeting is in Portland, OR July 27-30.</p> <p>There are registration and agenda web pages set up.</p>

		<p>By the end of the week, there will be an email from TRB offering to coordinate and pay for travel.</p> <p>The Region 3 dinner will be Wednesday evening and a location will be determined once restaurant recommendations are received.</p> <p>A DOT Research Implementation Facilitators meeting will probably be held during lunch Thursday.</p> <p>Cynthia will talk with Region 4 members about the importance of new member engagement during the summer meeting and find out if something is planned.</p>
7.	Listserv changes: Brian Worrel replaces Linda Narigon in Iowa	Brian Worrel has been hired by Iowa DOT research to lead their pooled fund research. Brian will be attending the meeting in Portland and may want a mentor after that meeting.
8.	Questions and open discussion	<p>Bill Stone will ask the Missouri DOT librarian about recent information regarding the open access executive order and provide Diane Gurtner with an update.</p> <p>Diane Gurtner would like to know how other DOTs interact with their pooled fund technical advisory committee members to understand the level of continuing engagement.</p> <p>Agenda topics for a future RAC Region 3 meeting:</p> <ul style="list-style-type: none"> • Have a discussion with Region 3 members about national program involvement. • Invite Chris Hedges to Region 3 meeting to ask questions about NCHRP process and influence.
9.	Next Meeting	<p>The next RAC Region 3 Meeting will be during RAC/TRB Annual Summer Meeting in Portland Oregon July 27-30. The meeting will be Monday afternoon.</p> <p>Agenda item deadline – Monday, July 13th</p>

Action Items			
No.	Action Item	Owner	Target Date
1	Cynthia will email a list of the top four high value research projects.	Cynthia Jones	May, 2016
2	Cynthia will present the Ahead of the Curve pilot nomination list from Region 3 and receive feedback from Skip on the appropriate number of attendees.	Cynthia Jones	May, 2016
3	Cynthia will provide a link to information on Ohio DOT's tour guide system.	Cynthia Jones	May, 2016
4	The Region 3 dinner will be Wednesday evening and a location will be determined once restaurant recommendations are received.	Cynthia Jones	June, 2016
5	Bill Stone will ask the Missouri DOT librarian about recent information regarding the open access executive order and provide Diane Gurtner and Amy Schutzbach with an update.	Bill Stone	May, 2016
6	Please provide Diane Gurtner with a description of how do other DOTs interact with their pooled fund	DOT's with a process	May, 2016

	TAC members to understand the level of continuing engagement.		
7	Invite Chris Hedges to the Summer Region 3 meeting to ask questions about NCHRP process and influence.	Cynthia Jones	July, 2016
8	Cynthia will talk with Region 4 members about the importance of new member engagement during the summer meeting and find out if something is planned.	Cynthia Jones	June, 2016