

Region 2 RAC Breakout Meeting Notes

January 9, 2005

Wardman Park Marriot

Washington, DC

Members Present:

Randy Battey	Moy Biswas
Mark Bradley	Jeffrey Brown
Milton Fletcher	Georgene Geary
Ivy Harris	Neil Hebert
Richard Long	Marcie Matthews
Joe Parks	Skip Paul
Michael Sanders	

Region 2 Chair, Skip Paul, welcomed everyone and began the meeting with a discussion of the RAC Summer Meeting in Wilmington, NC, emphasizing the reasons for the topical breakouts that were on the evening's agenda. Skip asked for volunteers to attend each of the breakouts as region representatives and to begin coordination for the sessions that will take place during the summer. There will be 10-11 time slots available for specific sessions. 4 topic slots would be covered during the breakout meetings and the rest would be selected from a list of hot topics generated by a surveys conducted during the RAC meeting in Mystic, Conn. Skip urged each of the members present to select a topic of interest and make plans to host a corresponding session at the Wilmington meeting. Panel sponsors should provide the title, goals and a synopsis of the session.

Richard Long reassured members that there would be continual coordination and assistance leading up the session. RAC officers meet the 1st Tuesday of the month via teleconference and these meetings will generate ideas, also.

Moy Biswas noted that the logistical arrangements and layout of the conference center in N.C. are very flexible and conducive to breakout meetings for each of the RAC regions. Moy added that the format for the Agenda would include topics and bios of the presenters/speakers. These should be given to Neil in a timely manner. Streaming video cannot be supported for the conference, but a CD Rom with copies of presentations and digital video is a possibility.

Initiating registration electronically (e.g. via email) would be looked at, but attendees would still have to mail in checks, as they had done for the Mystic, Connecticut meeting due to policy/financial restrictions. Skip mentioned that email would be conducive to communications updates with respect to the meeting: since email addresses could be easily captured and used in a distribution list.

Skip mentioned that he had drafted a format and timeline, which he would try to send out to the group members the week after the TRB conference. By the beginning of March, the group should have a draft program (straw man) to send around for review. A memo will also be sent to the RAC membership that will include the selected topics. The initial

list of topics was based upon feedback from the RAC survey conducted in Mystic, Connecticut.

There may be a need to look at running alternate sessions depending on how the agenda fleshes out. Examples of alternate sessions to run concurrent with specialized or technical sessions could include topics that would appeal to a general audience (or perhaps family members).

Skip shared the topics with group members and several committed to specific topic choices as identified in parentheses.

- Roundtable discussion (this was selected by Jim Sime by previous agreement)
- Partnership (Jeff Brown and Ivy Harris)
- Research Management (Mark Bradley)
- Policy and Finance (Randy Battey)
- Patents and Intellectual Property (Mike Sanders)
- Information Management (Georgene Geary)
- Pooled Fund (Jeff Brown and Ivy Harris)
- National Issues (Gary Allen)
- Research Implementation (Marcy Matthews)

Unassigned Topics

- Peer Exchanges
- Apportionment
- RAC 101
- Mentoring
- RAC Listserv-NCHRP or Yahoo?
- Coordination of Strategic Research Topics

Richard Long added that NCHRP 20-63 would be completing this summer and that one of the deliverables is a workshop to disseminate the information. He suggested that we should consider a workshop during the summer RAC meeting as part of the program. Richard said that he would have a better idea of the time required for the workshop after the next panel meeting. Skip indicated that program time would be allotted for the workshop.

Skip added that the most important consideration for setting up a session would be identifying your objective for the session. Engage the audience. What should the audience get out of the session? He mentioned that it is also important to have Q&A time built in and to not shortchange the audience on time.

Richard mentioned that the peer exchange topic is very important with respect to better defining timeframe requirements or issues and orienting new members to what they entail and what has been learned from them. Also, a discussion is needed on what formats/best practices have been identified and what successes were achieved as a result. He mentioned that posting of Peer Exchange reports might be something we'd want to do. A

lot can be learned by sharing these experiences. Richard added that the apportionment topic would also be very important, especially if there is a reauthorization in place by the summer.

Skip closed the meeting by stating that he is shooting for a 3-month timeframe to get the program finalized (early April).