

Meeting Notes

RAC Task Force on Administration

December 5, 2016

1:30 – 3:00 PM

In attendance: Michael Bufalino, Mike Conners, Allison Hardt (Chair), Cynthia Jones, Beth Klemann, Rick Kreider, Carolyn Morehouse, Flavia Pereira, James Watkins, Brian Worrel.

Decision and action items are underscored.

1. **Meeting Agenda** – Allison
2. **Previous Meeting Notes**

Motion (Kreider/Bufalino) to approve the meeting notes was approved.

3. Existing Business Updates

A. Website Working Group Update (Beth)

The Working Group is looking for direction from RAC Leadership on what to focus on in 2017. Allison offered to solicit feedback on the Task Force Chairs call on December 20th. The call was subsequently cancelled but this can be raised on the next RAC Leadership call.

B. Your Role in RAC (Allison)

There was not a lot of specific feedback in this year's annual meeting survey. However, of the responses received, Your Role in RAC received the 2nd highest number of votes (4) for most useful session. Based on this the Task Force can likely expect to begin planning another session for the 2017 meeting.

C. RAC Winter Meeting (Allison & Brian)

The draft agenda was posted on the RPPM website. The content is pretty much final, just confirming the presenters. Allison will send the agenda to Dale Peabody to share with the Leadership Board and send to RAC.

D. RAC 101 Presentation (Allison, Cynthia, Rick)

Allison, Cynthia, and Rick held two conference calls to review their draft updated sections. A few details remain to be confirmed (e.g. will SCOR/RAC names change immediately?). Allison will send the updated material to Maina Tran for posting on the SCOR/RAC website in January.

E. Guidance Document for Hosting National RAC Meetings (Michael)

Michael is working on several sections including the host state/meeting coordinator responsibilities. The revised document will include a matrix that shows who is responsible for what (i.e. host state/region/AASHTO). It will also discuss when to contact AASHTO

and explain what AASHTO's role is in planning the conference. Michael will have a draft for the Task Force to review for the January call.

- F. NCHRP 20-111 – “Support for RAC Task Forces in Response to the SCOR Strategic Plan:
 - a. Transportation Pooled Fund Website (Allison) – No update at this time.
 - b. Documenting Deliverables from and Best Practices for DOT Research Peer Exchanges (Elisha) – No update at this time.

4. New Business

A. Task Force Secretary (Allison)

Chris Hedges has kindly served as the Task Force Secretary for several years. Given Chris' expanding duties it is time to identify someone to take over this role. Allison suggested that perhaps this role could rotate once a year however, no one on the Task Force has volunteered to date. It was suggested that maybe a new RAC member would be interested as a way to learn more about RAC and getting involved in the Task Forces. Allison will reach out to RAC to solicit interest in serving as Task Force Secretary

B. Discussion Requests from Maina Tran:

- a. Maintenance of the National RAC and RAC Chairs Listserv (Allison)
Maina Tran requested the Task Force's assistance with periodically reviewing the National RAC and RAC Chairs Listserv to make sure those on the list should remain on it. Maina highlighted the names in question for review. Cynthia volunteered to help review these lists.
- b. SCOR New Member Guide (Allison)
The RAC New Member Guide was recently restructured/updated. Should the SCOR counterpart be restructured/updated as well? The group felt that the decision should wait until the AASHTO announcement of the Committee restructuring. Once that happens the Task Force can reach out to SCOR to see if changes are desired/needed. This item is moved to the parking lot pending a formal AASHTO Committee restructuring announcement.
- c. RAC Activities and Updates Calendar
A draft calendar developed by Maina was posted on RPPM for the Task Force to review. Maina is seeking feedback on the draft. Task Force members should provide comments to Allison by January 25th.
- d. Task Force Products and/or Document Libraries

The Task Force Chairs should review what is currently posted for their group on the SCOR/RAC website to determine if it needs to be updated. Allison will ask the Chairs to review the information on the December 20th Task Force Chairs call. *The call was subsequently cancelled so Allison will email the Task Force Chairs.*

5. Items for RAC Leadership (next call December 8th):

- A. Allison will send the draft RAC Winter Meeting agenda to Dale for discussion on the call.

6. Next Admin TF Meeting – January 31, 2017 at 1:30PM EST

Motion (Jones/Kreider) to adjourn the meeting was approved.