

Meeting Notes

RAC Task Force on Administration

February 28, 2017

1:30 – 2:30 PM

In attendance: Allison Hardt (Chair), Cynthia Jones, Rick Kreider, Dale Peabody, Flavia Pereira, Brian Worrel

Decision and action items are underscored.

1. **Meeting Agenda** – Allison

2. **Previous Meeting Notes**

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

3. **Existing Business Updates**

A. Task Force Announcements (Allison)

Region 2 is still working on identifying a new Task Force member to replace James Watkins who retired from the Mississippi DOT in January. Flavia Pereira has agreed to serve as the Admin Secretary beginning with the March call.

B. Website Working Group Update (Allison)

The Working Group continues to seek input from RAC Leadership and the Task Force Chairs on focus areas for the website. Maina Tran is moving to Seattle and unfortunately will be leaving TRB at the end of March. However, Natassja Linzau is returning to the position and will handle all future web requests.

C. RAC Winter Meeting (Allison)

31 responses were received as of the call. Overall the format was well received and attendees like the targeted presentations on specific topics. The top rated agenda items were the Summer Meeting Invitation, Peer Exchange Updates, and the AASHTO Committee Reorganization. Based on the comments the Task Force will follow a similar format for the 2018 agenda. There was also a comment that suggested that the agenda include 30 minutes for networking prior to the meeting. This would allow RAC members to spend some time talking to each other before the meeting. The Task Force liked this idea and will incorporate it into the agenda assuming the room is available or there is another suitable location to do it.

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

No update on this call. The draft document is still pending Task Force review.

E. Annul State DOT Research Fact Sheets (All)

As of the call, 17 states had either updated their fact sheets or confirmed that they are still current. Allison asked everyone to remind their Regions to look at their fact sheets when they have their next regional call.

F. Your Role in RAC

The Task Force is still waiting for word on whether or not this session will be on the agenda at the RAC meeting this summer. Allison will follow-up with Jason and Joe to determine if they will seek the Task Forces assistance with the session.

- G. 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. RAC Mentoring/Onboarding (Cynthia)

The Task Force did some brainstorming on this topic. Onboarding is a good opportunity to get to know new members and can be a way to help get them engaged in Task Force activities. It was suggested that this could be a good topic for discussion with RAC. Allison will raise the concept of onboarding on the next RAC Leadership call to get thoughts/ideas.

5. Items for RAC Leadership (next call March 9th):

Allison will provide a summary of the Winter Meeting survey and will seek input/thoughts on RAC onboarding. Allison will also mention that many members need the official invite from TRB to obtain travel approval and register for the National RAC Meeting. The sooner that memo is sent to RAC, the better.

6. Next Admin TF Meeting – March 28, 2017 at 1:30PM EST

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