

Meeting Notes

RAC Task Force on Administration

October 31, 2017

1:30 – 2:30 PM

In attendance: Allison Hardt (Chair), Cynthia Jones, Rick Kreider, Cindy Smith, Terry Swygert, Brian Worrel, Flavia Pereira, Stephanie Dock, Michael Bufalino and Dale Peabody.

Decision and action items are underscored.

1. **Meeting Agenda** – Allison

2. **Previous Meeting Notes**

Motion (Cindy/Cynthia) to approve the meeting notes was approved.

3. **Existing Business Updates**

A. Task Force Announcements (Allison)

- David Ooten from Oklahoma is a new Admin Task Force Member. He is working with Region 4 on the Winter Meeting agenda.

B. Website Working Group Update (Allison)

- Natassja is updating all the RAC web pages to reflect the change in the name from SCOR to R&I.
- AASHTO TSP waiver letters will soon be posted to the RAC website. These waiver letters allow for use of 100% federal funding instead of SPR funding.
- Slider has been moved to the top of the webpage.
- Guidelines will be developed for website governance to clarify what can and cannot be posted on the website.

C. Your Role in RAC (All)

- Summer Meeting survey results were posted on the RPPM and suggest that the session was very popular. Mentimeter was very well received as well.
- If this session is to be included in the 2018 Summer Meeting, we will start discussing about the potential topics in early 2018. Rick will keep Allison informed.

D. Task Force Designations (Allison)

- On hold pending the review of the new AASHTO governing documents.

- AASHTO wants RAC to use similar terms for task force designations as other AASHTO committees. The term “Friends”, however, is not included in the new AASHTO governing documents. So that needs some clarification and will be put on hold for now.

E. RAC Onboarding (All)

- 9/19 and 10/27 Onboarding Webinars about TRB Annual Meeting were conducted by Cynthia with the goal of familiarizing and helping RAC members about topics such as attending the meeting, navigating the meeting, meeting sessions, making travel arrangements etc.
- Additional onboarding activities/webinar topics –
 - 1.) The next TRB Annual Meeting webinar will be held on Jan 3, 2018, from 2:30-3:30pm EST by Cynthia. This webinar will review information to help TRB attendees prepare for the interactive program, session recommendations, meeting agendas etc.
 - 2.) Webinar(s) on Pooled fund – After the TRB meeting, sometime in January or February, webinars will be conducted for helping RAC members navigate the pooled fund process. The webinars will cover topics such as introduction to the Pooled Fund Program, how to participate in a pooled fund study, how to be a lead state etc. More details to follow. Brian Worrel will send out a survey to gather information about the topics of interest by the end of the year. He also volunteered to will help with the pooled fund webinars.
 - 3.) Cynthia started mentoring one person recently but soon that grew into a group of 6 people with most of the mentee’s from Region 1. But all the people in the group do not attend each session. Stephanie Dock will discuss this during the Region 1 conference call and also reach out to all of RAC to see if anyone is interested in mentoring.

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

- Keith Platte is to share this document with his staff and have the in-house conference planners take a look at the document to make sure everything is correct. We don’t have an update at this time, but Michael will contact Keith and check on the status of this.

G. NCHRP 20-111 – “Support for RAC Task Forces in Response to the SCOR Strategic Plan:

- Documenting Deliverables from and Best Practices for DOT Research Peer Exchanges – Elisha was not on the call.

H. NCHRP 20-120 – Next Generation Transportation Pooled Fund Website (Allison)

- iEngineering is working on the updates suggested by the panel.

- There are 2 other NCHRP studies that might be good to keep aware of for RAC:
 - 1.) 20-111J – Supercircular Guidance, and
 - 2.) 20-110 – A Guide to Ensure Access to the Publications and Data of Federally Funded Transportation-Related Research.

Giving an update about these NCHRP studies to RAC members during the Winter Meeting might be good. Allison will let David Ooten know about this, to explore the possibility of adding them to the Winter Meeting agenda.

4. New Business

A. Updated AASHTO Governance Documents – (Impact to RAC)

- Certain things are yet to be clarified with Keith such as 1.) Is AASHTO fine with the use of the term “Friends,” 2.) Another thing that is unclear – the document states that every committee can have 3 different types of subgroup. One being a subcommittee which is probably RAC. Second, you can have task forces, but it appears to be short term with an end date. Third, are “Communities of Practice” which sound like the current RAC task forces. So these things need to be clarified and then update the RAC operating guidelines. Allison will check with Keith about this.

B. RAC Winter Meeting (David Ooten)

- Things that are being considered for the agenda – 1.) R&I update, 2.) RAC networking time 30 min before the meeting at 5:30 pm, 3.) Discussion topics such as UAV, CAV, performance measures, NCHRP peer exchange report, effective research statements, research/STIC relationship etc., 4.) 2017 Peer Exchange Report and 2018 Peer Exchange opportunities, and 5.) 2018 Summer Meeting. An e-mail will be sent out to RAC to gather input about these or additional topics.
- Allison will let David know that a laptop will be needed for the meeting. It is not provided by TRB.

C. RAC 101 Update

- RAC 101 presentation will be updated to include R&I by Allison, Cynthia and Rick.

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

Allison will discuss –

- RAC Winter Meeting.
- AASHTO governing documents.

6. Next Admin TF Meeting – Nov 28th, 2017 at 1:30PM EST Motion (Rick/Cynthia) to adjourn the meeting was approved.