

Meeting Notes

RAC Task Force on Administration

September 27, 2016

1:30 – 3:00 PM

In attendance: Michael Bufalino, Mike Conners, Allison Hardt (Chair), Cynthia Jones, Elisha Wright-Kehner, Rick Kreider, Carolyn Morehouse, Dale Peabody, 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 (Allison)

Beth Klemann is the new Chair. The September 26th call focused on the peer exchange activities page. The page focuses on peer exchange guidance, reports, activities, topics, and RAC member availability to attend a peer exchange. The new content will go live in early October.

B. Your Role in RAC (Allison)

The Task Force will review the survey results from the summer meeting to get feedback on this session. This is on hold pending dissemination of the survey results. There is a concern that the format of the survey was not specific enough to result in much feedback on what attendees thought of the session.

C. RAC Operating Guidelines (Allison)

The updated [Operating Guidelines](#) were posted to the SCOR/RAC website in September. The Admin. Task Force will review the AASHTO committee restructuring plan once it becomes official to see if additional changes will be necessary. The restructuring announcement is expected in November to coincide with the AASHTO Annual Meeting.

D. RAC Task Force Membership Spreadsheet (Allison)

Maina Tran is updating the information. She is waiting to hear back from one of the Task Force Chairs. Once finished (hopefully early October), Maina will post the spreadsheet on the SCOR/RAC website.

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

Michael is close to having a draft for review. He has been working on several sections including the host state/meeting coordinator responsibilities. Michael would like to ask Ann Scholz to review the document given her role in planning the meeting in Providence in July 2016. Allison also suggested having Keith Platte at AASHTO review the document, in particular the meeting planning responsibilities. In the past the host state had a lot of discretion on how they handled meeting coordination (i.e. handled by the state, contracted to LTAP or another group, or handled by AASHTO Meeting Planners). Going forward, AASHTO prefers to have their meeting planners handle this to the extent possible.

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

- a. Transportation Pooled Fund Website (Allison) – No recent meetings/activities
- b. Documenting Deliverables from and Best Practices for DOT Research Peer Exchanges (Elisha) – Barbara Harder is on extended leave so the group is looking for another contractor who can complete this work.

4. New Business

A. RAC Winter Meeting (Brian)

Brian emailed a survey to RAC on September 21st to help identify agenda items for the Winter Meeting in January. 29 responses have been received to date. This will be a standing item on the Admin Task Force and RAC Leadership calls through December.

B. RAC 101 Presentation (Allison)

The RAC 101 Presentation on the SCOR/RAC and TRB websites (RAC 101 webinar page) needs to be updated. Cynthia and Rick agreed to help Allison with this task. Allison will follow-up with Cynthia and Rick to start the review.

C. 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 call volunteered to serve as Secretary. 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 Leadership and new members to try to identify a new Secretary.

5. Items for RAC Leadership (next call October 13th):

- A. Brian will discuss the results of the RAC Winter Meeting survey.
- B. Allison will mention the need for a new Secretary for the Task Force.

6. Next Admin TF Meeting – October 25, 2016 at 1:30PM EST

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