

Meeting Notes

RAC Task Force on Administration

February 23, 2016

1:30 – 3:00 PM

In attendance: Allison Hardt (Chair), Michael Bufalino, Stephanie Dock, Chris Hedges, Cynthia Jones, Dale Peabody, Amy Schutzbach, James Watkins, Elisha Wright-Kehner.

Decision and action items are underscored.

Agenda:

1. Meeting Agenda – Allison

No changes or additions.

2. Previous Meeting Notes (attached)

A **MOTION** (Amy/Cynthia) to approve the previous meeting notes was **APPROVED**.

3. Existing Business Updates

A. RAC Winter Meeting Survey (Cynthia)

35 responses have been received to a survey of RAC members on the 2016 winter meeting. The results are posted on the RPPM site. The most popular session was the summary of recent peer exchanges. The roundtable discussion of senior leadership was not as highly rated. The Task Force will be seeking topics for 2017 later in the year, and Region 3 will assist in planning the agenda.

B. “Ahead of the Curve” Updates (Cynthia)

Cynthia will be stepping down as co-chair of this initiative. The summary outlines for the elective courses have been received and are under review. NCHRP has provided funding to fully develop the core courses.

C. Website Working Group (Cynthia)

The group is working currently on the “chalkboard” section and the Resources page.

D. Fact Sheet Updates – (OH, GA, SC)

Allison reminded regional chairs last week to review their fact sheets and update as necessary. Four updates have been received to date.

E. Checklist for Regional Chairs and RAC Welcome Letter (Allison)

Allison distributed the checklist for regional chairs last week to assist with orienting their new members. The checklist will be posted on the SCOR/RAC website, possibly on the regional RAC page. The RAC new member “welcome letter” has been reviewed and Allison will send the suggested revisions to Chris Jenks.

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

Michael plans to have a draft in time for discussion at next month’s conference call. He still needs to clarify the respective roles of the host state organizers versus the AASHTO event planner. The final document will be posted on RPPM and the SCOR/RAC website.

G. RAC Task Force Membership Spreadsheet Update (Allison)

The update has been on hold pending agreement on standard membership categories. Allison will present recommendations at the next RAC leadership call, and will update the spreadsheet shortly afterwards pending approval.

H. Your Role in RAC (Cynthia)

This session well-received by attendees and will remain on the agenda for the 2016 meeting in Providence. New topics will be addressed by the format will be retained. Discussion this item will continue on the next conference call with the intention to have an agenda and list of speakers by the end of March.

4. New Business – All

- NCHRP 20-111 project, “Support for RAC Task Forces in Response to the SCOR Strategic Plan” – The RAC leadership is seeking participation from Administration Task Force on two tasks:

- Transportation Pooled Fund Website

Allison is representing the task force in this group which is being led by Tommy Nantung.

- Documenting Deliverables From and Best Practices for DOT Research Peer Exchanges.

David Jared is leading an advisory group, and Elisha Wright-Kehner agreed to participate on behalf of the Administration Task Force.

5. Items for RAC Leadership (next call March 10th):

AASHTO hopes to finalize the recommendations of the Comprehensive Committee Review committee by the fall AASHTO meeting. Discussion will continue at the next RAC Officer's call.

David Jared will be added to the task force mailing list with his appointment as RAC vice chair.

6. Next Admin TF Meeting – March 29, 2016 at 1:30PM EST