

# Meeting Notes

## RAC Task Force on Administration

March 29, 2016

1:30 – 3:00 PM

In attendance: Allison Hardt (Chair), Chris Hedges, Cynthia Jones, Rick Kreider, Carolyn Morehouse, Dale Peabody, Ann Scholtz, Amy Schutzbach, James Watkins.

Decision and action items are underscored.

1. Meeting Agenda – Allison
2. Previous Meeting Notes

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

3. Existing Business Updates

A. “Ahead of the Curve” Updates (Allison)

Expanded panel to develop the four core courses; first call on April 12; hope to move quickly after that.

B. Website Working Group (Rick)

Met yesterday – covered the Treasure Hunt for the summer meeting. Chalk board update will be handled offline.

C. Fact Sheet Updates

Allison has been working on the update for about a month.

D. RAC Mentoring Guidelines

An addition on Technology Transfer was favorably reviewed. Add link to the TRB technology transfer committee.

E. Your Role in RAC (Cynthia)

Cynthia presented a proposal for the 2016 summer meeting (see attachment). From surveys of previous meetings, best practices for peer exchanges has been the most popular topic. Allison volunteered to moderate the session.

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

No report.

G. RAC Operating Guidelines Proposed Changes (Allison)

Discussion points: Are the task force chairs voting members of the leadership board? Are the regional chairs and/or vice chairs voting members? Membership on task forces will be delegated to the task force chairs. Are friends of task forces allowed to vote? Do changes require an official AASHTO ballot or email to the listserv?

H. RAC Task Force Membership Spreadsheet Update (Allison)

This item was discussed at the task force chairs' meeting last week. Not all chairs feel it is their mandate to track their membership. There was a consensus on the call that the task force chairs should be responsible for maintaining their membership rosters.

I. NCHRP 20-111 project, "Support for RAC Task Forces in Response to the SCOR Strategic Plan:

a. Transportation Pooled Fund Website (Allison)

Allison will present status updates at future meetings.

b. Documenting Deliverables From and Best Practices for DOT Research Peer Exchanges (Elisha)

Allison will present status updates at future meetings.

4. New Business – All

Cynthia offered to split the RAC 101 webinar into sections.

5. Items for RAC Leadership (next call April 14<sup>th</sup>):

**6. Next Admin TF Meeting – April 26, 2016 at 1:30PM EST**