AASHTO RAC Website Subcommittee Meeting
Monday, January 27, 2014

MEETING NOTES

Participants: Cynthia Gerst, Natassja Linzau, Rick Kreider, Sue Sillick, Jennifer Slesinger, Allison Hardt, James Watkins, Mary Moulton.

I. Previous notes accepted by motion (Sue/Allison). These can be posted on the web.

II. Action Items:

A. Peer Exchange Availability Survey—David was not able to be on the call, although he did provide sample survey questions. We will discuss these at our next meeting.

B. Previous Changes and New Changes— Previous changes to the website from the last meeting were reviewed and approved. Several additional changes were requested, as detailed below.

1. On the RAC New Member Handbook page, for the link to FAQs, we will use the following sentence, including a link, rather than just a link: "If you have specific questions, please refer to our **Frequently Asked Questions (FAQ)** page."

2. On the RAC New Member Handbook page, in the first paragraph under "First things first. . ." after the first sentence, we will add an additional sentence with a link to a sample letter from a CEO to AASHTO nominating a new RAC member with the following text: (See sample letter). Cynthia provided a copy of her letter and we will use that.

3. On the RAC New Member Handbook page, in the first paragraph "First things first. . .", after the sentence that mentions the welcome letter from the RAC Secretary, we will add a sentence with a link to a sample email from the RAC Secretary welcoming a new RAC member with the following text: (See sample welcome email). Cynthia provided a copy of her email and we will use that.

4. In the second paragraph under "First things first. . ." there will be a change to the first sentence, as follows: Note that once you are nominated, you can **request to be added** to the regional and national listservs, prior to receiving the official appointment letter from AASHTO." This sentence will include a "mailto" link that will create an email addressed to Adrienne Blackwell, who currently maintains the listserv lists.

C. Icons—Natassja presented final designs of icon buttons based on our discussion from the December meeting. See Attachment for the final choice.

1. Several designs were discussed and a button background design was chosen. Natassja will create all four buttons using the button background that was chosen and will send out a mockup of the buttons on the homepage for people to review.

2. If the design is acceptable to everyone, Natassja will proceed with posting the buttons on the website. If not, we will try a mockup of another button design from the three different versions that Natassja created.

D. Task Force Member Spreadsheet—We discussed the purpose and process of the Task Force Member Spreadsheet. From our discussion, it was decided that we need to determine whether or not it is worth having the Task Force Member Spreadsheet on the website. Also, if we do decide to keep it, how do we make sure it is kept up-to-date?

1. There was discussion of organizing the spreadsheet by Task Force, rather than Regions. Also discussed was the possibility of having two sortable tabs, so that the spreadsheet can be viewed by Region or by Task Force.

2. Natassja will check the website analytics to see how much traffic the spreadsheet gets as a way to gauge its usefulness, and she will report back.

3. Natassja will send an email to Dale, Skip, the Task Force Chairs, and the Region Chairs to ask them how much they use the spreadsheet.

4. One way to make sure the spreadsheet is kept up to date is to remind the Regional and Task Force Chairs to update it regularly. If we decide to keep the spreadsheet, Natassja will ask Dale if he could remind the TF Chairs during their quarterly meetings to review and update it. A similar reminder email could be sent to remind Regional Chairs.

E. Peer Exchange Reports and Topics—We have not implemented the new topics in the Peer Exchange Reports database yet.

1. Mary Moulton announced that she will no longer be able to help with this effort, although she will provide a spreadsheet that lists all the current reports with their associated indexing terms that NTL determined.

2. There was some discussion of whether or not we should just go with NTL's terms or if we want to use the terms that we developed from our discussion over the past few months (some of which are similar and some of which are different from NTL's). We were out of time and will discuss this further at our next meeting, in order to make a final determination.

3. NTL will continue to provide us with the index results from each Peer Exchange Report that they process, which will be very helpful.
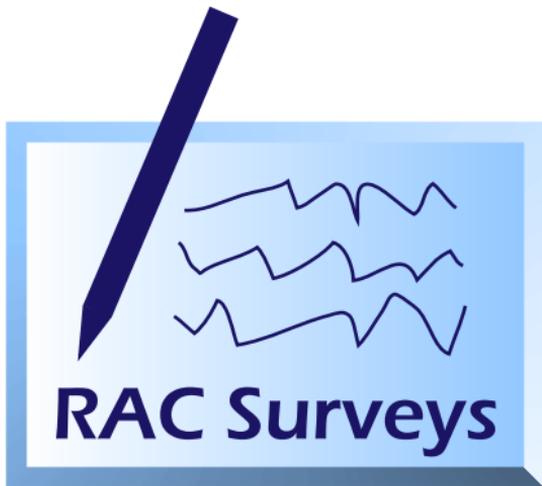
4. Mary also told us that Lisa Loyo at TRB has decided to ingest the RAC Surveys and include them in the TRID database. She suggested that Lisa may be able to help us with cataloguing (i.e., help us to finalize a list of categories for our surveys). Natassja will follow-up with Lisa to discuss this and discover whether or not Lisa has already indexed these.

III. Items for Future Discussion:

A. Which terms to use for our Peer Exchange Reports database (see above).

B. The idea of a webinar on how to use the RAC Surveys and Peer Exchange Reports databases appealed to many people and Cynthia and Allison will follow-up with the Admin Task Force on that idea. We may incorporate it into the RAC 101 webinar that they are planning, or it could be a separate webinar.

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MEETING ADJOURNED