

Meeting Notes
RAC Website Working Group
Monday, October 23, 2017
1:30-2:30 p.m. (EST)

Participants: Allison Hardt, Beth Klemann, Flavia Pereira, Dale Peabody, Sue Sillick, Cynthia Jones, and Natassja Linzau

1. Review and approval/disapproval of September 25, 2017, meeting notes. September meeting notes were approved (**Allison/Sue**).

2. Link to the Waiver Letters for AASHTO TSPs—Update from Keith Platte: AASHTO is in the process of migrating the page about TSPs to WordPress. Once that is completed, Keith will send us the updated URL. In the meantime, the waivers are at: <http://downloads.transportation.org/TSP%20SPR%20Eligibility%20Letters/> . Natassja told the group that Keith Platte has not gotten back to her with the URL for the updated page. Once she receives that, she will change the TSP link on our “Programs” page and include the link for downloading the waiver letters, unless it is prominently visible on the AASHTO TSP page, in which case just a link to that page will be sufficient.

3. Listserv Governance and Management—Changes in governance and need for documentation, potentially a page located on the R&I/RAC website. Review draft document by Natassja (**Attachment A**). The group discussed the need for this guidance, and that we should make it clearer about how people can become official RAC members. In addition, we should revise the guidance to indicate that finding your region and joining the regional listserv can be a great first step toward determining if you want to be an official RAC member. Allison said that because AASHTO’s governing documents were recently updated, the project to update information about task force membership is on hold.

The group discussed putting the listserv list guidance as part of the “First things first” section of the RAC New Member Guide. **Allison** offered to take the draft document that Natassja created and edit it to fit within that section of the New Member Guide. People could view joining the regional listserv list as a first step to becoming a RAC member; it could be a way to “try it out” before deciding to join officially. Cynthia also suggested that we separate the information about how to become an official RAC member from how to join the regional listservs, and put information about becoming an official RAC member under the heading of “How to join RAC”. We should also include the detail that there can only be 3 official RAC members and 1 voting member from each state. Natassja suggested that we clarify what the relationship is between the RAC roster and the listserv lists as well.

Flavia suggested that we could tell people to contact the Regional Chair if an individual is interested in becoming a RAC member and the Chair can provide guidance about the steps needed. The Regional organization can then become the first point of contact for new members.

4. Discuss changes made to the website since last meeting and status of R&I/RAC website migration of documents.

Changes completed:

- **Website Working Group Meeting Notes from August 28, 2017**, are now posted on the website.
- **Sliders**—NCHRP Problem Statements Deadline slider was removed because the date has passed.
- **Meeting Notes on R&I/RAC Website**—The following pages have all the documents migrated, links updated, and accordions created: RAC Officers, Region 1, Region 2, Region 3, and Region 4. Molly has double-checked all these pages for Quality Assurance. Thank you, Molly!
NOTE: We have a new rule in place that all submitted meeting notes from now on should be in PDF format prior to being posted on the website. Allison has asked all the responsible individuals (Task Force Chairs, Regional Chairs, etc.) to submit their meeting notes to Natassja in PDF only for posting.
- **RAC 101 Webinar**—Natassja has removed the RAC 101 webinar from the RAC New Member Guide, the About R&I and RAC page and the Administration Task Force page under “Products.”

Update: Cynthia is hosting another “Onboarding” session specifically focused on getting the most out of the TRB Annual Meeting this Friday, October 27, 2017. This may become a replacement for the RAC 101 Webinar. If the recording is good and the video is usable, **Cynthia** will provide a link for Natassja to include on the R&I/RAC website.

- **Changing the Name of SCOR to Special Committee on Research and Innovation (R&I)**—Natassja received confirmation from Keith Platte that, according to the Governing Documents, the committee’s new title is “Special Committee on Research and Innovation (R&I)” (NOT “Research and Innovation Special Committee”). She has searched the website to identify all the references to the acronym “SCOR” and change those references to “R&I,” including links and navigation menu items. She has updated the website’s About R&I and RAC page, the R&I New Member Guide, the FAQ section, R&I Responsibilities, R&I Mission Statement, the RAC New Member Guide, and the R&I Roster. She did not change the “SCOR Strategic Plan” document because that document will require a more extensive update and needs to be done with input from the R&I committee.

The group discussed how we could spread the word about SCOR becoming the Special Committee on Research and Innovation (R&I). Flavia suggested that Natassja make a slider that announces this (“SCOR is now the Special Committee on Research and Innovation”) and leave it up on the website’s homepage for a few months until everyone knows. **Natassja** will make the slider and post it. There was also a suggestion to connect SCOR and R&I in the definitions found on the Acronyms and Abbreviations page. **Natassja** will make that change as well.

- **Website Migration and Link Fixing:** Status of changes made from Molly’s list and what’s left to do.

Natassja has made all of the original changes that Molly identified. Natassja is now working on the Meeting Notes pages and will try to get all of the meeting notes documents migrated, uploaded, and linked on the new website prior to our next meeting. There will also be many other documents that need to be migrated, such as the Document Libraries for the various task forces. Natassja will continue to work on these items.

Changes still pending:

- New **Model Calendar** page—Natassja still needs to create a draft page with the new layout and include all the changes that Sue suggested.
- **Acronyms and Abbreviations** page could use some updating:
<https://research.transportation.org/acronymsandabbreviations.aspx/>.
- Fix title for Special Committee on Research and Innovation (R&I)—Because of the inconsistencies of naming the new R&I committee on the website, there is a header on almost all of the R&I/RAC website pages that Natassja needs to change from “Research and Innovation Special Committee” to “Special Committee on Research and Innovation (R&I)”. She has changed the homepage and a few of the interior pages, but there are hundreds of pages that she will need to fix. She will continue to work on this in the coming months.

5. RAC 101 Webinar

- What should we replace the webinar with? There is an Onboarding/TRB Annual Meeting video that could be linked on the RAC New Member's Guide and on the Admin. Task Force page as a new product. Unfortunately the first video did not record audio, but there is another one planned for October 27.

Because of changes to the Special Committee on Research and Innovation (R&I), the RAC 101 PowerPoint will need to be updated. The **Admin Task Force** is working on this.

6. Meeting Times and Dates

The group discussed changing our next meeting to a Monday in December, because the meeting is currently scheduled for Monday, November 27, the Monday after Thanksgiving. Natassja will check with Rick Kreider and Radha Gomez to see whether December 4 or December 11 at 1:30pm Eastern work better for them. The people participating on the call were all available for both dates. Natassja will email Rick and Radha and then change the meeting date/time accordingly.

We also discussed the potential schedule of meetings for 2018. **Natassja** will send out a poll to the group to discover what dates/times will work best for people in the new year, since several of our members are having conflicts with the current time.

7. Agenda Item for December Meeting—HOMEWORK ASSIGNMENT

Cynthia suggested that an important item to have on our December meeting agenda is working on a governance document for the website. She looked through the meeting notes of previous years, but did not find anything specific. We have discussed this topic frequently over the years, but there is nothing documented.

Natassja will ask people as a "Homework" assignment to think about what we should include in our website governance document and people should be prepared to discuss this at our meeting in December.

ADJOURNED. Next meeting will occur on **Monday, December 11, 2017, from 1:30 to 2:30pm Eastern, via WebEx.**

Attachment A

Listserv Governance and Maintenance Guidelines

Natassja is responsible for maintaining the listserv lists for AASHTO RAC, AASHTO SCOR (R&I), Region 1, Region 2, Region 3, Region 4, and RAC Officers.

Requests for changes to the listserv (updates to email addresses and/or the removal or addition of individuals) should be sent to Natassja, with a cc to Lori Sundstrom, Chris Hedges, Cynthia Butler, and Keith Platte. For requests to add or remove members, please also cc the appropriate Regional Chair so they are aware of the request.

Generally speaking, the AASHTO RAC and the AASHTO R&I listserv lists are for official and soon-to-be-official RAC or R&I members, as well as select TRB and FHWA staff. Exceptions can be made for administrative reasons (i.e., a RAC or R&I member wants to have her/his assistant on the list to monitor emails or a RAC or R&I member wants additional members from her/his department on the list in order to field responses to surveys and ensure they get to the appropriate departments). These exceptions will be reviewed on a case-by-case basis.

For the regional listserv lists, the Regional Chair can request the addition of other state DOT personnel from their region and there is no limit on the number of people who can be added to the regional listserv lists.