

Meeting Minutes

Date	11-7-17	Time	1:36 pm CT
Facilitator	Rick Kreider	Secretary	Megan Swanson
Subject	Research Advisory Committee (RAC) Region 3 Meeting		
Attendees	Member states attending: Illinois – Megan Swanson Iowa – Brian Worrel, Khyle Clute Kansas – Rick Kreider Michigan – Michael Townley Minnesota – Linda Taylor Missouri – Bill Stone, Jennifer Harper Ohio – Cynthia Jones Wisconsin – Diane Gurtner Guests: Keith Platte (AASHTO), Karen Crawford (AASHTO)		

Key Points Discussed		
No.	Topic	Highlights
1.	Review Agenda/Roll Call	Roll call attendance marked above. Brian Worrel moved that the meeting minutes be accepted, and the minutes were unanimously approved.
2	Annual Meeting Planning	<p>Discussion of funding levels for sponsorships. There are some concerns about counting on Universities as the main sponsor, as it is unclear on the interest from Universities. It will have to be a combination of universities and consultants. If we have university sponsors, how can we give them a voice at the table without compromising our discussions and needs? Would it be worthwhile to promote their involvement in relation to Transportation Pooled Funds?</p> <p>Keith shared that there are two asks that the consulting team have of us – one is to provide an overview of our meeting, what happens there, and who attends. This has been completed.</p> <p>They would also like a list of suggested organizations to contact. Everyone should send a list of their potential contacts to Keith by November 20th. Keith will reach out via the R3 listserv.</p> <p>For both of the location in Hutchinson, we would have to take a bus. While the salt mines seem fun, there may be some issues with people feeling claustrophobic. The Cosmosphere has an incredible selection of space capsules, etc. Cynthia asked about the Cargill Innovation Center. Megan suggested the Original Pizza Hut. Rick will also be looking for some other potential locations. Karen will also reach out to the Convention and Visitor’s Bureau.</p> <p>We need to have a theme – maybe something line “Out of the World Innovative Ideas”, “Innovation, the Final Frontier”, “Research is a Treasure”. We can have a contest to select a top three ideas to have RAC leadership select/approve. Who is RAC leadership? Is it just Dale or everyone on the RAC leadership call. Have ideas to Rick by December 1st, we will have voting by the 8th, and it will be discussed at the leadership call on December 14th.</p> <p>For the invitation list, we may need to add the people who attend who aren’t RAC members, like TRB and FHWA. Does AASHTO have a historical list of who gets a comped registration/room. This is something that usually comes through Keith.</p> <p>Everyone is going to share an idea of something from their state that would be good in the gift bags. Please share with Rick by December 1st.</p> <p>We need a copy of what the budget has been in the past, so that we can get an idea of what the parameters have been in the past. A detailed budget breakdown would be most useful. The meetings are supposed to be self-sustaining.</p> <p>Rick, Brian, Karen, Cynthia and possibly Megan will be meeting later this week. Diane will send on the information from Daniel from when the meeting was last in Region 3.</p>

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3.	General Updates	<p>Megan announced that Ryan Culton has taken a new position as an HMA engineer in IDOT's Central Bureau of Materials.</p> <p>Steve Bauer is retiring at the end of the year.</p> <p>The meeting adjourned at 3:08.</p>
4.	Next Conference Call	December 5, 2017 – Coordination Call 1:30 p.m. – 3:00 p.m. Central Time

Action Items			
No.	Action Item	Owner	Target Date
	Send a list of potential sponsor contacts to Keith by November 20 th .	ALL	November 20
	Send list of theme ideas to Rick by December 1st.	ALL	December 1
	Send a list of gift bag items by December 1st.	ALL	December 1