



2019 National RAC/TRB State Reps Meeting :: Santa Fe, NM :: July 22-25



Administration Task Force Report

Membership

- New Members
 - Neil Mastin, New Chair, Website Working Group
- Goodbyes
 - Beth Klemann, outgoing Chair, Website Working Group
 - Rick Kreider, Kansas
 - Carolyn Morehouse, Alaska

2018-2019 Accomplishments

- Updated the RAC 101 Presentation and RAC Mentoring Guidelines
 - Posted on R&I/RAC website
- Distributed the Regional Chairs Checklist
 - Provides guidance on what to do when there is a new RAC member in their region
- Worked with RAC to Update Information posted on the “State DOT Research” page of the R&I/RAC Website
 - 34 states updated information like fact sheets and publication information
- Administered the survey for the RAC Winter Meeting
 - 44 respondents (thank you!!)

2018-2019 Accomplishments

- **Developed the Winter Meeting Checklist**
 - Provides guidance to the region responsible for developing the agenda
- **Hosted Three Onboarding Webinars**
 - December 2018 – Managing Research Programs in Smaller States
 - February 2019 – NCHRP Balloting
 - April 2019 – Research Manual Development and Upkeep
- **Updated and Posted the RAC Meeting Planning Guidelines**
 - Guidance to the regions hosting the Annual RAC Meeting

2018-2019 Accomplishments

- Provided Input to the Website Working Group
 - Neil Mastin is the New Chair for the WWG
- Currently Administering the Survey to the National RAC/TRB State Reps Meeting
 - 20 responses so far. Please remember to complete it!
- Planned Your Role in RAC Session

2019-2020 Goals & Activities

- Continue to Support the Task Force Initiatives Identified on the Previous Slides
- Promote the Work of the WWG and Resources Available on the Website.
- Identify a New Members from R3 and R4.