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

- 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.