

MINUTES

Transportation Planning for Small and Medium Sized Communities Conference Subcommittee ADA30(1)

Sunday, July 10, 2005, 7:30 PM to 10:30 PM
Boston, Massachusetts

MEMBERS PRESENT:

Libby Rushley, Subcommittee Chair	Ohio DOT
Jerry Schutz, Committee Chair	BTC, WA
Stacey Bricka, Secretary	NuStats, TX
Michael Anderson	University of Alabama
Gaylord Burke	Merrimack Valley Planning Commission
Jerry Everett	University of Tennessee
Marsha Fiol	Virginia DOT
Elaine Murakami	FHWA
Thomas Schwetz	Lane Council of Governments, OR
A. T. Stoddard	LSC Transportation Consulting, CO
Montie Wade	Texas Transportation Institute
Lynn Zanto	Montana DOT

FRIENDS PRESENT:

John Boiney	USDOT/Volpe
Willard Puffer	Harris County, TX

AGENDA:

[Attachment 1](#)

(Minutes are not necessarily in the sequence in which items were considered)

1. Introductions

Libby Rushley opened the meeting and attendees introduced themselves.

2. 2004 Colorado Springs Conference –Wrap-Up

Proceedings CD. The Conference CD should include the 2004 papers as well as papers from Cincinnati, Little Rock and Spokane.

- ➔ **Libby Rushley** will send **Stacey Bricka** a copy of the Cincinnati Conference CD.
- ➔ **Montie Wade** will follow-up with **Paul Hershkowitz** on obtaining the conference papers in electronic format (to be sent to Stacey).
- ➔ **Stacey** will organize and burn the master 2004 Conference CD, which will also include papers from the three prior conferences on it. She will send the final master to **Ed Christopher** for duplication and mailing.
- ➔ **AT Stoddard** will send **Ed** the mailing labels and coordinate with him on the CD label design.

3. 2006 Nashville Conference – Logistics

a. **Call for Abstracts** – mailed and emailed.

b. **Hotel.** **Jerry Everett** indicated that the hotel negotiations have been difficult. Negotiations with the Downtown Sheraton Hotel stalled after the hotel would not guarantee specific meeting rooms. Jerry began pursuing a contract with a different hotel near the airport that would guarantee specific meeting rooms, but the Tennessee DOT wanted a downtown hotel site. After working through the convention bureau, the Sheraton Downtown finally acquiesced and will guarantee specific meeting rooms for the conference. There is now a final contract and the University of Tennessee-Knoxville (UTK) will work to execute that this week.

The hotel contract includes penalties for conference cancellation, meeting 90% occupancy on the room block, and food guarantees. The room rates are at the GSA/federal rate for the Nashville area. The room block includes 125 rooms for Tuesday night, and 150 rooms each for Wednesday and Thursday nights. There are also set dates for when the final counts need to be provided for the meals.

Providing the contract with the Sheraton Downtown is finalized, the conference dates will be September 13-15, 2006.

→ **Jerry Everett** will ask **Jerry Faris** to review the hotel contract and see if there are better terms that can be negotiated regarding the penalties, room block requirements and key dates.

c. **Financial Support.** The Tennessee DOT has committed to providing \$15,000 for the conference. In addition, they are providing \$30,000 to sponsor attendance for local government employees. **Jerry** is working with the DOT to finalize what conference related costs would be covered under this program, but anticipates it to include travel costs and potentially registration fees.

Additional funds are expected from FHWA in the amount of \$20,000. These funds are allocated and just need to be transferred.

d. **Budget.** To date, we have incurred \$1200 in costs related to the printing and distribution of the call for abstracts. While he has created a preliminary budget, he anticipates the registration fee to be \$200 per person, with a \$50 discount for early bird registration.

→ **Jerry E.** will present his final recommendation for the 2006 conference registration fee at the annual meeting.

→ **Jerry E. and Tom** will both investigate the UT and LCOG on-line registration and payment tools as options for allowing on-line registration and payment for the Nashville conference.

- e. **Local Logistics Committee.** The local coordinating committee is comprised of **Jerry E.**, **Arun Chatterjee**, staff at the UT-K Transportation Research Center, and the Tennessee DOT Planning Director and staff. **Jeff Moore** at the Kentucky Transportation Cabinet will also be asked to help promote the conference in the Kentucky area. This committee will coordinate the dinner event on Thursday evening, as well as potential technical tours. (**Jerry E.** also plans to identify a conference “champion” in each adjacent state, to help promote attendance and participation in the conference.)

Elaine Murakami asked that technical tours NOT be scheduled at the same time as sessions. The group discussed having tours on Wednesday morning (while the MPO and Census training workshops are taking place).

- f. **Vendors/Sponsorships.** A local consultant (who recently left the Nashville MPO) has offered to help secure sponsors for the conference. In Colorado, vendors paid a \$500 fee that included one registration. Sponsors provided funds ranging from \$500 to \$2000, which included registration and specific recognition as a sponsor. In Cincinnati, the sponsors specifically helped with the Museum dinner.
- ➔ **Jerry E.** will ask **Vicky McLane** to debrief the sponsors and vendors from Colorado Springs to see how well the arrangements suited them. Final sponsor and vendor plans for Nashville will take that input into account.
- ➔ **AT** will send **Jerry E.** the vendor and sponsorship forms from the Colorado Springs conference.
- g. **Student Paper Competition.** New for the Nashville conference is a student paper competition. Sponsored in part by the University Transportation Research Center consortiums (of which UT-K is a part), students are invited to submit papers for a student session. The best student paper will be selected and its author invited to present in the conference’s best paper session at the TRB annual meeting. Student authors are eligible for the honorarium provided they meet the same requirements as regular paper authors.
- h. **Conference Gift.** **Jerry E.** is recommending a 3-ring portfolio as the conference notebook and conference gift. The cost is about \$10 per unit, which is slightly higher than the usual costs for the notebooks and gifts separately. The benefit for this gift is that it allows us to still distribute the conference “notebook” information for attendees, while at the same time is thin enough to fit into a suitcase for the trip home.
- i. **Unresolved Issues.** Logistical issues we are still working include:
- FTA funding status
 - How to transfer any remaining conference funds from UT to the committee at the end of the conference
 - Thursday evening event. Ideas considered have included riverboat dinner cruise (\$65 per person), Hermitage tour and dinner, or Parthenon picnic with band. The Riverboat dinner cruise was thought to be too expensive. **Tom** suggested directed sponsorships that might help offset the costs per person. **Gaylord** asked whether we could have a music-related event. **Jerry E.** explained that the County Music Hall of Fame had been his first choice, but when he last checked with them, they wanted \$13

per person as museum admission, then \$50 per person for dinner. He indicated he would check again as they may have modified their pricing. The budget for the Thursday evening event was also discussed. In Colorado Springs, the cost was \$18. In Cincinnati, the cost was \$35. *The committee directed Jerry to proceed with a budget of \$35 per person for the Thursday evening event (with approval to obtain sponsorships for options with higher costs).*

4. 2006 Nashville Conference – Technical

a. **Call for Abstracts** – mailed and emailed.

b. **Review Schedule.** **Mike Anderson**, conference technical chair, reviewed the technical schedule.

1) Abstracts Due - October 1

2) Mike Catalogs Abstracts and sends them out for review – Early November

3) Committee Members and Friends send reviews/ratings back to Mike – Mid December

4) Committee discusses and selects abstracts – January Annual Meeting

c. **Moderators.**

- Financial Strategies – Tim Chelius, Tom Schwetz (abstract review)
- Small Urban System Planning – Jerry Schutz
- Livable Communities – Tom Schwetz
- Transit Planning – AT Stoddard
- Rural Transportation – Marsha Fiol
- Technology Sharing – Elaine Murakami, Lynn Zanto, Mohan Venigalla
- Project Programming Process – Montie Wade, John Cater
- Transportation Logistics (Freight) - Arun Chatterjee
- Public Involvement – Ron Poole
- Environmental Issues – David Hyder, Mohan Venigalla
- Emerging Planning Issues – Libby Rushley, Stacey Bricka
- Student Papers – Mike Anders

➔ **All committee members and friends** are asked to email **Mike Anderson** with the topic areas for which they are willing to review abstracts or serve as session moderators if needed.

➔ **Mike Anderson, Jerry Schutz, Libby Rushley, Stacey Bricka, and Ron Poole** will review all abstracts.

➔ Any committee member or friend desiring to organize a special session or workshop at the 2006 conference must submit an abstract before the conference-planning meeting at the January 2006 annual meeting. This abstract should detail the purpose or focus of the session/workshop and indicate potential speakers (who are confirmed as available as of the time of submission). In addition, the organizer should plan to write a short summary of the workshop/session for the conference notebook and, if possible, provide a summary of the findings for the conference proceedings.

- d. **Mailing List.** As with the Colorado Springs conference, where AT updated the mailing list, **Jerry E.** will be responsible for mailing list maintenance and upkeep. Jerry plans to enlist help in the states immediately adjacent to Tennessee to make sure that the mailings reach the correct people at the right agencies.
 - e. **Conference Tracking.** An agenda item held over from the annual meeting was whether we as a committee wanted to maintain a master list of moderators and speakers that were particularly effective or ineffective, or where speakers were last minute no-shows or otherwise were difficult to work with through the conference preparation process. **Marsha Fiol** suggested that we begin a speaker database right after the Nashville conference, and notate within it problems or positive things that might impact future consideration of specific speakers. The committee agreed that this would be a speaker database only (not involve moderators).
 - f. **Wednesday Morning Workshops.** Traditionally, FHWA has sponsored a Census product training session on the Wednesday morning prior to the start of the conference. **Elaine Murakami** will be the committee contact for this session in Nashville. In Colorado Springs, FHWA also sponsored a workshop for new MPOs or staff new to existing MPOs. This was well attended. It is not clear whether this workshop will be offered in Nashville, and if so, what the topic will be.
 - **Elaine Murakami** will talk with FHWA sponsors about the workshop to confirm it will be held again in Nashville. If so, **Tom Schwetz** will be the committee contact for this session.
 - Prior to the Annual Meeting in January, **Elaine, Tom, and Gaylord** will meet to discuss workshop topics, as well as the potential for involving AMPO, NARC, and NACO.
 - g. **Initial Session Map.** **Mike** will use the final session map from Colorado Springs as the basis for the Nashville conference.
5. **Conference Website Postings.** Everything is ready to post, we just need to finalize the committee website domain name so that we can print that on the conference materials (to be discussed at the full committee meeting).
6. **2008 Conference.**
- a. **ODOT Commitment.** ODOT has verbally committed to hosting the 2008 conference. We need a letter of commitment from them.
 - **Jerry S. and AT** will send **Tom** the letters obtained from Washington and Colorado DOTs in support of those conferences.
 - b. **Potential Site.** Portland has the best airfare and hotel pricing, as well as conference facility options. **Tom** will look at locations along the light rail line for easy accessibility.

7. **Conference Logo.** The original conference logo was developed for the Spokane conference, and modified for each successful conference. However, it is difficult to read (text goes in multiple directions).

- **Tom** will present an updated conference logo at the annual meeting for the committee to consider.

Action Item Summary:

- **Libby Rushley** will send **Stacey Bricka** a copy of the Cincinnati Conference CD.
- **Montie Wade** will follow-up with **Paul Hershkowitz** on obtaining the conference papers in electronic format (to be sent to Stacey).
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- **Jerry E.** will ask **Vicky McLane** to debrief the sponsors and vendors from Colorado Springs to see how well the arrangements suited them. Final sponsor and vendor plans for Nashville will take that input into account.
- **All committee members and friends** are asked to email **Mike Anderson** with the topic areas for which they are willing to review abstracts or serve as session moderators if needed.
- **Mike Anderson, Jerry Schutz, Libby Rushley, Stacey Bricka, and Ron Poole** will review all abstracts.
- **Elaine Murakami** will talk with FHWA sponsors about the MPO workshop to confirm it will be held again in Nashville. If so, **Tom Schwetz** will be the committee contact for this session.
- Prior to the Annual Meeting in January, **Elaine, Tom, and Gaylord** will meet to discuss workshop topics, as well as the potential for involving AMPO, NARC, and NACO.
- **Jerry S. and AT** will send **Tom** the letters obtained from Washington and Colorado DOTs in support of those conferences.

Annual Meeting Agenda Items:

- **Jerry E.** will present his final recommendation for the 2006 conference registration fee at the annual meeting.
- **Jerry E. and Tom** will both investigate the UT and LCOG on-line registration and payment tools as options for allowing on-line registration and payment for the Nashville conference.
- **Tom** will present an updated conference logo at the annual meeting for the committee to consider.

Attachment 1: Meeting Agenda

**Joint Summer Meeting of Committee ADA30(1)
Subcommittee on Conference Planning
Sunday, July 10, 2005**

AGENDA

Introductions

Colorado Conference Wrap Up

Financial Close Out

Proceedings

2006 Nashville Conference Logistics

Hotel

Budget

Meals

Honorarium

Printing/Mailing

Registration Fee

Other Meetings

Handling Agent for Registration

Vendors

2006 Nashville Conference Technical

Call for Abstracts

Review Schedule for Abstracts

Moderator Volunteers

Updates to Mailing List

Member organized workshops

Initial Session Map

Review of Draft Brochure

Website Postings

Call for Abstracts

Initial Conference Announcement

2008 Oregon Conference

ODOT Commitments

Potential Sites

Logo Change