

MINUTES

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

Sunday, January 21, 2007, 8:30 AM to 11:30 AM
Washington, DC

ATTENDEES

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| Libby Rushley, Subcommittee Chair | Ohio DOT |
| Jerry Schutz, Committee Chair | BTC, WA |
| Stacey Bricka, Secretary | NuStats, TX |
| Michael Anderson | University of Alabama |
| Arun Chatterjee | University of Tennessee |
| Jerry Everett | University of Tennessee |
| Jerry Faris | Transportation Support Group, FL |
| Marsha Fiol | Virginia DOT |
| Jon Fricker | Purdue University, IN |
| Leta Huntsinger | Parsons Brinckerhoff |
| Vicky McLane | North Front Range MPO, CO |
| Jeff Moore | Kentucky Transportation Cabinet |
| Elaine Murakami | Federal Highway Administration |
| Ron Poole | North Carolina DOT (retired) |
| Thomas Schwetz | Lane Council of Governments, OR |
| A. T. Stoddard | LSC Transportation Consulting, CO |
| Montie Wade | Texas Transportation Institute |
| Lynn Zanto | Montana DOT |

AGENDA: Attachment 1
(Minutes are not necessarily in the sequence in which items were considered)

1. Introductions

Libby Rushley opened the meeting with introductions.

2. Nashville Conference Logistics - Wrap-Up

- a. **Attendance.** **Jerry Everett** reported that the Nashville Conference attendance was 271 people.
- b. **Geographic and Professional Distribution.** The distribution of attendees by affiliation included 22% State DOT, 22% MPO, 20% Location/Regional Planning, 16% consultant, 10% university, 9% Federal Government, and 1% other (although Jerry noted that the MPO and Local/Regional government categories might contain some overlap). Geographically, we had attendees from 42 states (those without any representatives included Connecticut, Kansas, Nevada, New Hampshire, New York, Pennsylvania, South Dakota, and Utah). States with the highest representation included Tennessee (68), Kentucky (24), and Texas (20). Of note is that North Dakota had 9 attendees (up from 8 attendees at the 2004 conference).
- c. **Honorarium Status.** 31 honorariums were paid (original budget assumed 36).

- d. **Final Budget.** Budget-wise, all expenses are covered at this point. The final costs are working their way through the UT accounting system and there is a chance that FHWA may not allow some expenses. When reviewing costs of the conference, its important to note that UT staff did not charge all their time or expenses directly to the conference account, so expenses are under-stated.
- Of the registrations, 193 were “early bird,” 11 were students, and 37 were on-site. The on-site registrations impact the number of extra conference bindings that need to be produced.
 - 53% of registrations were on-line. This might have been higher but the TNDOT scholarships were paid by check.
 - Registration was 50% of income.
 - The \$20k sponsorship from TNDOT is unusual – typically, the sponsoring DOT will contribute in-kind staff and direct cost services.
 - 31 out of 43 authors were eligible for an honorarium. All have been paid.

At the summer 2006 meeting, the committee unanimously voted to include in the conference budget a minimum of \$1,000 to cover LCOG’s on-line registration design costs, with the stipulation that if the conference budget is available at the end of the conference, LCOG will be paid \$3000 for this work. Since there were funds available, the committee voted to reimburse LCOG for all remaining expenses associated with developing and administering the on-line conference registration.

- ➔ **Summer Meeting:** Need to develop a refund policy.
- ➔ **Next Annual Meeting:** Conference registration costs were increased for the Nashville conference. Need to discuss and determine whether to reduce them back to the original level or lower. Difficult dilemma as this decision will impact registration fees for the 2010 conference too.
- ➔ **Summer Meeting:** Need to decide whether to include cost of insurance in the conference budget to cover the non-reimbursable costs associated with the conference.

- e. **Words of Wisdom for Tom/Oregon Conference.** Lessons learned from Nashville (Attachment 2). Highlights include:
- Need to set a refund policy
 - Need to track and make a decision about the credit card transaction fees
 - Online registration confirmations were sent by email, but for many, unknowingly went into SPAM accounts (need to figure out how to prevent this or modify on-line registration to allow people to print receipt directly from that site)
 - Don’t surprise the student winner
 - Post papers ASAP after the conference
 - Room logistics – the sound system and microphones were not consistent, nor was stage placement. Discuss these with hotel staff before they set up.
 - Confirm details and expectations regarding transfers between logistics and technical chairs

- The conference attendees see the pre-conference workshops as a part of the conference and expect like amenities (breaks, coffee, food). Easiest just to include in planning/budget from the start.
- The vendor program worked well, although it could have been more successful. However, increased participation has space implications, so need to consider carefully.

3. Nashville Conference Technical - Wrap-Up

- a. **Conference Evaluations.** There was a low return on the conference evaluation forms (only 66 out of 271 or 24%). **Elaine** and **Stacey** will be revising for the 2008 conference. Also, there was no closing session to remind people to complete and turn in forms. Most important statistic to note was that the attendees rated the overall impression of the conference a 2.8 out of 3.0. The transit session (where the moderator and 2 speakers didn't show) received the most negative comments. One participant would like the conference to last 5 days!

The committee discussed the issue of RPOs and whether to add a caucus or to just change caucuses to topics. We also need to determine whether to develop sessions for local governments (although it was recognized that MPOs and DOTs both represent local governments). Finally, the Oregon conference needs to be prepared for papers related to growth management and look for papers that provide insights and application OUTSIDE of Oregon and Washington.

- ➔ **Next Conference:** Have last day moderators push evaluation forms, have a lot of copies lying around for people to complete, and consider some type of drawing to entice people to complete.
- ➔ **Next Conference:** Develop a better method to stay on top of obtaining the details for sponsored sessions in a timely manner.
- ➔ **Next Conference:** Arrange sessions according to "tracks."

- b. **Final Papers** **Ed Christopher** reported that the conference proceeding CDs were completed and ready for mailing. They will be mailed immediately following the annual meeting. A HUGE "THANK YOU" to Ed, who burned, labeled, and packaged all 300 CDs, in addition to setting up the software to make its usage and navigation very easy for users.

- ➔ **Jerry E.** to send Ed the labeled mailers for the conference proceedings.

- c. **Words of Wisdom for Stacey/Oregon:** **Mike Anderson** stressed staying on top of session moderators, tracking speaker registrations, and being ready to reformat papers.
- d. **Student Paper Competition:** The 2006 Nashville Conference was the first time a student paper competition was held. There were four papers submitted, and all were reasonable in terms of content. The STC is willing to sponsor it again. The consensus of the committee is that we will continue the student paper competition and build on it for Oregon, reaching out to local universities.

- e. **Other:** The issue of posting the powerpoint presentations arose again. Due to server space limitations, the powerpoints for non-paper speakers will not be posted on the website and were not included on the CD.
- f. **2006 Conference Close-out.** Jerry Everett (Logistics Chair) and Mike Anderson (Technical Chair) were recognized for their efforts in directing this conference with plaques and a round of applause from the committee members.

4. 2008 Oregon Conference

- a. **Oregon DOT Commitments.** These have been secured.
- b. **Location.** Both Portland and Eugene have been discussed as possible sites. Airfare rates, hotel options, and airport connectivity are all better in Portland.

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| The committee unanimously voted to hold the 2008 Conference in Portland, Oregon. |
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- c. **Hotels.** There are several hotel choices in Portland, and many committee members have attended conferences in that city. Tom was cautioned that the Embassy Suites charges an 18% activity fee for rooms.

→ **Libby** to provide **Tom** with hotel requirements.

→ **Tom** will obtain gather initial contracts and pricing from at least 2 Portland hotels.

- d. **Schedule** (see Attachment 3). The immediate focus is on the Call for Abstracts. A preliminary call was developed for the annual TRB meeting and placed in key locations throughout the Hilton and Marriott. Committee members provided Stacey with comments, which will be reflected on the mailed version.

→ **Jerry S.** will send funding requests to FHWA and FTA.

→ **Jerry E.** will email **Tom** the mailing list.

→ **Tom** will send the mailing list out to committee members and friends for help in updating it. The list will be distributed by the end of February, with updates requested by the end of March. Instructions for the update will accompany the file or weblink.

→ **Any Committee Member** with an idea for a panel session or workshop should submit a proposal to Stacey and Libby prior to the summer meeting in July. The submission should detail the focus of the session/workshop, possible speakers (with an indication that the speakers are interested and available), and sufficient information for the session or workshop to be considered by the committee.

5. Website. LCOG will continue to host and maintain the site. The charges are minimal (corresponding with what is needed for the site).

→ **Tom** will have the website updated to include a “thank you” to our 2006 conference sponsors as well as provide preliminary information about the 2008 conference.

→ **2008 Annual Meeting** - The committee will review the web site costs at each annual meeting.

6. 2010 Conference. Interest has been expressed by both Wisconsin and Virginia in terms of the 2010 Conference location. The committee decided to focus on Virginia for 2010, Wisconsin for 2012, and Montana for 2014 (in keeping with our east/west/middle rotation)

7. Other Business

- The committee is co-sponsoring a conference on Transportation, Land Use, and Air Quality in July in Orlando.
- The committee is also co-sponsoring a conference on Transit, Land Use, and Transit Oriented Development in Colorado in August.
- Committee members should plan for a full-day meeting on the Sunday prior to the start of the 2008 annual TRB meeting.

8. 2007 Summer Meeting Agenda items:

- ➔ **Summer Meeting:** Need to develop a refund policy.
- ➔ **Summer Meeting:** Need to decide whether to include cost of insurance in the conference budget to cover the non-reimbursable costs associated with the conference.

9. 2008 Annual Meeting Agenda items:

- ➔ **2008 Annual Meeting:** Conference registration costs were increased for the Nashville conference. Need to discuss and determine whether to reduce them back to the original level or lower. Difficult dilemma as this decision will impact registration fees for the 2010 conference too.
- ➔ **2008 Annual Meeting** - The committee will review the web site costs at each annual meeting.

TRB Committee ADA30(1)
Committee on Transportation Planning for Small and Medium-Sized Areas
Subcommittee on Conference Planning
Sunday, January 21, 2007
8:30 AM – Noon, Hilton Adams

AGENDA

Opening Remarks and Introductions

Nashville Conference Wrap Up Logistics – Jerry Everett

- Attendance
- Geographic and Professional Distribution
- Honorarium Status
- Final Budget with Actual Expenditures
- Words of Wisdom for Oregon/Tom (Sponsors)

Nashville Conference Wrap Up Technical – Mike Anderson

- Conference Evaluations
- Final Papers
- Proceedings Status
- Words of Wisdom for Oregon/Stacey (Student Papers)

2008 Oregon Conference – Tom Schwetz and Stacey Bricka

- Commitments from ODOT
- Location
- Hotels and Meeting Room Space
- Pending Arrangements
- Draft Schedule
 - First Conference Notice
 - Call for Abstracts
- Draft Budget
- Workshops
- Opportunities for Tagging with other Organizations (ODOT and/or MPO)

Oregon Conference General – Libby Rushley

- FHWA/FTA Financial Support Advocate
- Update Mailing List

Website - Tom Schwetz

- Initial Conference Announcement

2010 Conference – Libby Rushley

- Potential Sites – Virginia, Wisconsin

Other Business

Attachment 2 – :Lessons Learned

Attachment 3 – 2008 Conference Schedule

| Scheduled Date | Task | Status |
|--------------------|--|-----------|
| September 15, 2006 | Appoint Technical Chair | Completed |
| January 23, 2007 | TRB Annual Meeting Preliminary Call for Abstracts at TRB Preliminary Call for Abstracts posted to website Confirm Location Confirm Hotel Accommodations Preliminary Budget Fundings Requests for FHWA, FTA | |
| April-07 | Update Mailing List | |
| May-07 | Mail Call for Abstracts All conference information posted on website | |
| July-07 | TRB Summer Meeting Schedule and Process for Abstract Review Initial Outline of Sessions Draft Brochure Mailing List Updated | |
| October 1, 2007 | Abstracts Due | |
| November-07 | First Brochure or Card Mailed Abstracts Reviewed by Committee | |
| January-08 | TRB Annual Meeting Announcements for TRB Hotels Sessions and Moderators Determined Authors Selected | |
| February-08 | Presenters Confirmed Second Brochure Mailed Moderator Packets Mailed | |
| April 1, 2008 | Contracts due to Moderators | |
| April 15, 2008 | Contracts due to Technical Chair | |
| May-08 | Preliminary Program | |
| June-08 | Registration Packets with Preliminary Program Mailed | |
| July-08 | TRB Summer Meeting Registration Packets Available Draft Papers due to Moderators | |
| August-08 | Advance Registration Deadline Final Hotel Arrangements Presentations due to Moderators Assemble Materials for Notebooks Final Abstracts from Technical to Logistics Chair | |
| September-08 | CONFERENCE | |
| October 1, 2008 | Final papers and abstracts due to Technical Chair | |
| November-08 | Prepare proceedings for Publishing Mail Honoraria | |
| December-08 | Mail Proceedings | |