

MINUTES

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

Tuesday, July 11, 2006, 10:00 AM to 11:45 AM
La Jolla, CA

ATTENDEES

Libby Rushley, Subcommittee Chair	Ohio DOT
Jerry Schutz, Committee Chair	BTC, AR
Stacey Bricka, Secretary	NuStats, TX
Michael Anderson	University of Alabama
Jerry Everett	University of Tennessee
Marsha Fiol	Virginia DOT
Thomas Schwetz	Lane Council of Governments, OR
A. T. Stoddard	LSC Transportation Consulting, CO
Montie Wade	Texas Transportation Institute

JOINING BY PHONE

Tim Chelius	South Jersey Transportation Planning Organization
Ron Poole	North Carolina DOT, retired
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 – September 13-15, 2006 – Logistics – Jerry Everett

a. Budget (updated based on input at January meeting)

- **Income:** FTA agreement now in place, income thus far from vendors is \$2800.
- **Expenses:** Increased attendance numbers, added food planning section to registration form.
- **AV Equipment and Services.** Students will be providing AV help through the SETC. SETC will help to coverage registration costs for these students. There is still a need for a few more projectors.

→ **Jerry E.** will email projector specs out to the committee, to see if anyone has a projector they can provide for the conference.

- ##### b. Keynote Speaker.
- The keynote speaker will be Tom Barry, former Florida Secretary of Transportation. The direction to Mr. Barry is that this is not a technical presentation, but should be on a topic of interest to or related to the conference focus. The speech is anticipated to be 20-30 minutes. The committee will cover travel expenses, comp his registration, and if a comp room is available, provide that to him as well.

- c. **Honorariums.** 31 speakers have accepted their honorariums.
- d. **Thursday evening.** Jerry has arranged for one large bus to transport those not able to take the 10-minute walk to the Hall of Fame. Jerry will talk with the transit system to see if they can provide paratransit service, given that FTA is sponsoring a portion of the conference. In addition, there will be self-guided tours available at the Country Music Hall of Fame for \$3. This will be noted in the conference program.
- e. **Registration.** 20 on-line registrations have been completed, and 16 paper forms mailed in. 51 rooms have been reserved. The block is 125 rooms Tuesday night, 150 rooms Wednesday night, and 150 rooms Thursday night. The conference rate is available for up to 3 days before and after the conference. Double and single rooms are the same price.
- f. **Mailings:** one was scheduled for end of June, so need to get out ASAP. Mike will provide Jerry E. with the final schedule, once the FHWA/FTA sessions are finalized (titles and moderators). FHWA has the data workshop on Wednesday morning, a safety session Wednesday afternoon, and can do a workshop on noise abatement on Weds am if the FTA elects not to hold that workshop.
 - ➔ As soon as the Wednesday morning workshop details are finalized, **Mike A.** will email **Elaine** the workshop information so that she can finalize the break information.
 - ➔ **Jerry E.** will find out about Internet access for the Weds am FHWA data workshop.
 - ➔ **Jerry E.** will send **Tom** the final program as a PDF to post on the website.
 - ➔ **Jerry E.** will confirm that all speakers are in the mailout database.
 - ➔ **Jerry E.** will look into some type of “registration confirmation” postcard or email, as this is the last mailing prior to the conference.
- g. **Student Paper Competition.** Four student papers were accepted. To award the “best” student paper, this requires a paper be submitted, not just a presentation made. Student papers are due by late August. Papers will be awarded at the Thursday lunch by **Libby** and **Mike**.
 - ➔ **Mike A.** will tap 2-3 committee members to review the student papers and help to determine a “best” paper. He will provide them with some evaluation questions to help guide the review process.
 - ➔ **Jerry E.** will make sure the final program lists the student paper awards at the Thursday lunch.
 - ➔ **Jerry E.** will provide **Jerry S.** with a list of people to recognize during the opening session.

4. Nashville Conference –Technical - Mike

a. Program-wise, a moderator is needed for the Access Management session. In addition, that session is missing one speaker. It was agreed that Jerry S. would take this session, and Libby would take the Small Urban Planning session.

b. 35 author agreements were received back. 31 have indicated they will take the honorariums.

→ For the 2008 conference, author agreements need to be specific about presenter only vs. present/author status and that ALL should be returned. .

c. Draft papers are due to moderators for review by July 25.

5. **Website.** Website has updated conference information. Let **Tom** know if anything is missing. The development of the on-site registration form took more resources than planned.

The committee unanimously voted to include in the conference budget a minimum of \$1,000 to cover LCOG's on-line registration design costs. If the conference budget is available at the end of the conference, LCOG will be paid \$3000 for this work.

6. **Oregon 2008.** Tom prepared an airfare analysis comparing the cost of flying into Eugene vs. Portland. There are more direct flights into Portland, and flying into Portland is about 28% cheaper overall. He will need tentative dates for this, and the group discussed holding the conference the week after an Oregon Planning Institute Conference, scheduled for Sept 10-12, 2008. (For a firm ODOT commitment, Tom needs the conference manual, outlining the expectations of the host DOT.

→ At the Nashville conference, **Tom** will present differences in hotel costs (Eugene vs. Portland and begin to look into a hotel contract.

→ **Libby** will provide **Tom** with the conference manual.

7. **Future Conferences (2010 and 2012).** Both Marsha (Virginia DOT) and Lynn (Montana DOT) expressed an interest in hosting future conferences. The host DOT requirements are a key piece to gaining firm commitments. DOT participation/contribution has varied greatly over past conferences. The group discussed (if DOTs are willing), having 2010 in Virginia and 2012 in Montana, to keep the geographic rotations.

→ **Libby** will provide **Marsha and Lynn** with the conference manual with host DOT requirements.

**JOINT TRB Summer Meeting
Committee ADA30(1)
Subcommittee on National Conference Planning
Tuesday, July 11, 2006**

AGENDA

- Introductions
- Minutes – Stacey
- Nashville Conference
 - Logistics – Jerry
 - Budget
 - Status of FHWA & FTA funds
 - Accounts for Payments
 - Registration
 - Numbers
 - Committee Members – Action Items
 - Vendors
 - Hotel Issues
 - Keynote Speaker
 - Audio Visual Coordination
 - Last Mailing
 - Technical – Mike
 - Sessions/Confirmed Speakers
 - Final Agenda
 - Honorariums
 - Coordination with Moderators
 - Draft Papers
 - Workshops
- Website – Tome
 - Posting Conference Information
 - Online Registration
- 2008 Conference – Oregon – Tom
 - Location Options – Possible Action Item
 - Hotel Options
 - Oregon DOT Commitment
- 2010 Conference
 - Possible Locations
 - DOT Sponsorship