

MINUTES

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

Sunday, June 15, 2008, 1 PM to 2 PM
Baltimore, MD

ATTENDEES

Libby Rushley, Subcommittee Chair	Ohio DOT
JD Allen	Alliance Transportation Group, LA
Jeff Moore	Kentucky Transportation Cabinet
Montie Wade	Texas Transportation Institute
Linda LaSut	Bryan/College Station MPO, TX

By Phone

Stacey Bricka, Secretary	NuStats, TX
Ron Chicka	Duluth MN MPO
Ron Poole	North Carolina DOT (retired)
Thomas Schwetz	Lane Council of Governments, OR

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. Oregon Conference Logistics – Tom Schwetz

- a. **Hotel.** To date, 5 rooms have been reserved for the conference. If you register using the hotel link at the conference website (https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=66136), the conference rate of \$98 per night is automatically recognized. (One item of discussion concerned the Committee members who were staying on the night of 19th since our afternoon meeting would make it necessary for departures on Saturday the 20th. If you have difficulties attempting to add this extra day at the conference rate via the website or the toll free reservation line, call the hotel (ph. 503-233-2401) directly for reservations.
- b. **Keynote Speaker.** Sharon Wood Wortman, aka “The Bridge Lady,” will be our keynote speaker. Portland State University has agreed to sponsor her costs.
- c. **Thursday evening event.** The event will be walking tours of galleries in the Portland Pearl District. Food station will be set up in each participating gallery. The contract terms do require 100% up front payment (staged between now and the start of the conference). The committee agreed to paying up front for the “low estimate” and monitoring planned attendance through the registration questions, with an adjusted head count provided immediately prior to the conference (rather than paying up front for the “high estimate” and adjusting downward just prior to the conference).

➔ **Tom** to email Tim the details to obtain a check for the Pearl District event.

- d. **Registration Packet.** Oregon DOT will mail the registration packets on Monday. They have also been posted to the website and registration is opened.
- e. **Committee Member/Moderator Registration Procedures.** Committee members and Session Moderators should complete the registration on-line. See separate email with details and the password.

3. Oregon Conference Technical – Stacey Bricka

- a. **Review Program.** We have 24 sessions with 22 of those sessions being paper sessions (74 presenters), one session being led by FHWA, and one session being led by the National Parks Committee. Based on feedback from earlier conferences, the paper sessions are organized by track – data and non-data. There are three caucuses on Thursday afternoon – MPO, DOT, and Transit. The discussions in each caucus will be recorded and included on the conference CD.
 - ➔ **Caucus moderators** should appoint a session recorder by mid-August and let Stacey know who that person will be.
- b. **Workshops.** There are three Wednesday morning workshops: FHWA Data (led by Elaine Murakami), an FHWA workshop on Air Quality, and an FTA Transit Oriented Development workshop, which will be part presentation and part walking tour.
 - ➔ **Stacey, Elaine, and Jeff** will meet to discuss recent FHWA staff changes and review items needed to ensure we have the details we need by the specific deadlines.
- c. **Student Paper Awards.** The Student Paper Award is sponsored by the Southeast Transportation Consortium. There are five student papers.
 - ➔ **Stacey, Libby, Mike, Jerry, and Montie** will review all the student papers and nominate a winner for this award.
- d. **Moderator Reminders.** Stacey will email moderators to remind them of the following: (1) moderators need to register for the conference, (2) all speakers agreed to register for the conference as part of their speaker agreements, (3) draft papers are due July 17 to the moderators and Stacey, and (4) moderators should communicate with their speakers about our best papers awards and determine availability to present at the TRB 2009 annual meeting if selected.

4. Sponsorship Update – Vicky McLane is coordinating conference sponsorships. To date, two firms have agreed to sponsor portions of the conference, and Portland State University will sponsor the keynote speaker. FHWA and FTA are entitled to exhibitor space and have indicated they will share one space.

- ➔ **Vicky** will provide a status update at the July conference committee teleconference.

5. APA Credits – Libby Rushley indicated that this issue is still unresolved. See the full committee meeting minutes for a more detailed discussion on this topic.

Attachment 1 – Agenda

Conference Planning Subcommittee

Introductions (in person and via teleconference)

Logistics Update

Hotel rooms booked

Keynote Speaker

Thursday evening event

Registration Packet mailed

Committee Member/Moderator Registration Procedures

Technical Update

Review Program

Workshops

Student Paper Awards

Moderator reminders

Sponsorship Update

APA/TRB credits unresolved

Attachment 2 – 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	Completed Pending Completed In process Completed In process
April-07	Update Mailing List	Completed
May-07	Mail Call for Abstracts All conference information posted on website	Completed Completed
July-07	TRB Summer Meeting Schedule and Process for Abstract Review Initial Outline of Sessions Draft Brochure Mailing List Updated	Completed Completed Completed Continuous
October 1, 2007	Abstracts Due	Completed
November-07	First Brochure or Card Mailed Abstracts Reviewed by Committee	Pending Completed
January-08	TRB Annual Meeting Announcements for TRB Hotels Sessions and Moderators Determined Authors Selected	Completed Completed Completed
February-08	Presenters Confirmed Second Brochure Mailed Moderator Packets Mailed	Completed Completed Completed
April 1, 2008	Contracts due to Technical Chair	Completed
May-08	Preliminary Program	Completed
June-08	Registration Packets with Preliminary Program Mailed	
June-08	TRB Summer Meeting Registration Packets Available Draft Papers due to Moderators	Completed
July-08		
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	