

MINUTES

Committee ADA30 - Transportation Planning for Small and Medium Sized Communities
Sunday, June 15, 2008, 3:00 PM to 4:30 PM
Baltimore, MD

MEMBERS PRESENT:

Libby Rushley, Chair	Ohio DOT
JD Allen	Alliance Transportation Group, LA
Jeff Moore	Kentucky Transportation Cabinet
Montie Wade	Texas Transportation Institute

Attending by Teleconference

Stacey Bricka, Secretary	NuStats, TX
Michael Anderson	University of Alabama
Jaydeep Chaudhari	Montana State University
Ron Chicka	Duluth MN MPO
Dianne Kresich	Arizona DOT
Tom Schwetz	Lane Transit District, OR

FRIENDS PRESENT:

Thera Black	Thurston Regional Planning Council, WA
Julie Rudwell	Washington DOT

AGENDA:

Attachment 1

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

1. **Introductions**

Libby Rushley opened the meeting with a welcome to all attendees. Introductions took place

2. **Official Welcome of New Members.** **Libby Rushley** welcomed the new members to the committee.

3. **Minutes of Annual Meeting.** These were approved as submitted. There was a question regarding the increase in travel funds available to the chair, and another question following up on a research statement, which was submitted.

4. **Summer Meeting Announcements.** **Libby** brought registration announcements and registration packets for the 11th National Tools of the Trade Conference. These will be set out at key locations during the mid-year meeting.

5. **2009 Annual Meeting Sessions.** Of the 2.2 session credits available to the committee, we have allocated 1 credit to the Best Papers session (recognizing best non-committee papers from the Tools of the Trade Conference, to be moderated by the conference's technical chair **Stacey Bricka**), a paper session (to be moderated by this year's paper chair, **Dane Ismart**), and has 0.2 credits available for joint sessions. It was noted that a call for papers has not yet been issued, which typically is associated with lower paper submissions to the committee.

➔ Committee members and friends with ideas or information regarding possible joint sessions should contact **Libby**.

- ➔ **Libby** will contact **Dane** regarding the need for a call for papers. This will be emailed to all committee members, friends, and the conference mailing list.
6. **Cross-Cutting Topics.** Sessions on Cross-Cutting topics (those across committees regardless of the sections the committees are part of) are “free” and encouraged by TRB. No attendees had any ideas for a cross-cutting session topic.
7. **TRB Update.** Kim Fisher updated the committee on the following issues:
- a. **Annual Meeting.** There are about 50 sessions planned on the spotlight topic.
 - b. **Research Needs Database.** The database is open and getting a lot of hits. Now the challenge is keeping it up-to-date. There is a button for providing updates on research needs (such as the committee statement that was funded). This prompts TRB to move the statement into the “Research in Progress” database.
 - c. **Webinars.** TRB has started holding “webinars.” These have been very well attended and TRB is evaluating whether to add more staff so that more webinars can be held. A longer-term issue is how to use this technology for the specialty conferences, such as Tools of the Trade.
 - d. **APA Credit.** TRB has been negotiating steadily with APA regarding the ability to offer credit towards AICP certification/maintenance. This included presenting several options/alternative that are win-win for both agencies. Thus far, APA has rejected those options. In addition to the charges APA would impose for each session, APA wants to judge which sessions qualify for credit or require changes to session content for it to qualify. This is a fundamental issue that would impact how committees such as ours control our technical content.
- ➔ **Kim** will email **Stacey** a statement regarding the status of this effort. **JD Allen** will email **Stacey** text regarding the option of having the conference count as “self-study.” **Stacey** will work with **Tom** to post a statement to the conference website and also send out the information to committee members and friends so that all are aware of where we are with this issue.
- e. **Next Year’s Summer Meeting.** The meeting next summer will be held in Seattle, WA.
8. **Section Update.** No update to report.
9. **Conference Evaluation.** **Stacey** and **Elaine Murakami** will be reviewing the conference evaluation forms to ensure the topics are relevant and elicit details relevant to the committee focus. This includes the session evaluation form, which moderators will ask for at the end of each session, and a conference evaluation form. There was some discussion about continuing with the session evaluation forms during the conference (as these are important for the best papers discussion) but setting up the conference evaluation form as a web survey and emailing conference attendees the link and a password after the conference is over.
10. **Subcommittee Updates.** **Mike Anderson** indicated that the committee submitted NCHRP Synthesis Statements in February. A-36 proposals are due in mid-July. AASHTO Standing Committee on Planning (SCOP) 8-36 Quick Response research proposals are due in mid-July.

➔ **Committee Members and Friends** with ideas should email them to Mike and he'll coordinate the committee submission.

MPO Peer Exchange. Libby gave an update on the proposed peer exchange tentatively scheduled on the Friday afternoon (September 19) of the Tools of the Trade Conference. This peer exchange is part of the research statement submitted by the committee and funded last year, concerning how MPOs have access to research information and what research they may execute on their own. The consultant is developing materials for this event and invitations will be extended to about 15 MPO's to participate in the exchange.

11. Committee Manual. No update – will be on the agenda for January 2009.

➔ **New Committee Members** should access the manual at the committee website and review. Contact Libby if any questions.

12. Committee Positions. Due to committee rotation, the Treasurer and Vice Chair positions are open. Contact Libby if interested in serving in either position.

New Vice Chair Nominations

AT Stoddard was the first Committee Vice Chair in a long time. His main responsibilities were maintaining the Committee Manual, monitoring the Strategic Plan and participate in the Executive subcommittee (Chair, Vice Chair, Treasurer, Sub Committee Chairs). Since AT recently rotated off of the committee, I am looking for volunteers interested in this position.

New Treasurer Nominations

Tim Chelius served as our Committee Treasurer for several years. While Tim has agreed to continue as Treasurer for as long as we need him, it is time to engage an active member. The main responsibility is maintaining the funds from our conferences. We generally have some funds left from one conference that serve as seed for the next conference. I am also looking for volunteers interested in this position. This does not require a huge time commitment, but you must be committed to the work of the committee.

13. Announcement. The Statewide Planning Committee will be holding a conference in Atlanta in early September 2009.

Attachment 1 – Agenda

Full Committee

Introductions (joining by teleconference)

Official Welcome of New Members

JD Allen, Andrew Canon, Ron Chicka, Rob Kenerson, Sue Kimbrough, Dianne Kresich,
JoLaurie Penrose, Page Scott

Young Members: Jaydeep Chaudhari, Darren Muldoon

Review of Annual Meeting Minutes

Summer Meeting Announcements

Sessions for the 2009 Annual Meeting

Crosscutting Topics for Annual Meeting

Update from TRB Staff – Kim Fisher

Update from Section Chair – Charlie Howard

Conference Survey Update

Subcommittee Update

Air Quality

Research

Committee Manual Update

Committee Positions Available