



NATIONAL LOCAL TECHNICAL ASSISTANCE PROGRAM ASSOCIATION

NLTAPA Executive Committee Meeting

February 18, 2014 Conference Call

Roll Call- Renee Railsback (President), Valerie Pitts (President-Elect) John Velat (Vice President), Janet Leli (Region 1 and Secretary), Kim Carr (WV) for Rusty Lee (Region 3) w/o voting proxy, Garry Havron (Region 4), Susan Monahan (CH), Denise Brown (Region 7), Matthew Enders (Region 9), Chris Delreal (Michigan TTAP) and Jim Grothaus (MN LTAP).

Meeting Called to Order at 2:02PM by Valerie Pitts.

Approval of January Minutes- Garry made a motion to approve the minutes from the January EC meeting; motion seconded by Matthew; approved.

Agenda- Valerie requested to move the Work Group Work Plan process and timeline discussion up on the agenda because Jim has to leave the call early. Garry made a motion to approve the agenda with this change, Matthew seconded; agenda approved with revision.

NLTAPA Work Group Work Plans- Jim Grothaus shared, via email on 1/10/14, a document that he prepared that outlines the process and timeline that work group chairs should use to prepare and monitor their work plans and budgets for the year. Jim went through the bulleted items on the list. Action required: Valerie asked that everyone be prepared to discuss this at the **April EC meeting**.

Special Presentation- Chris Delreal provided an overview on how to add and edit content on the new nltapa.org website. Most actions will occur by beginning with clicking on “site archive” and then moving onto “add content”. You may also now add images. The calendar is not yet integrated from ltap.org to nltapa.org. Chris is going to prepare a set of guidelines for users. Janet sent Chris a draft of user guidelines that he is going to add to and provide to the EC. Action required: Chris to send guidelines to users; users to familiarize themselves with the new website.

President Report

Orientation Guide/Operations Manual- Renee indicated that she and Rusty have gone through the orientation guide. Rusty was not on the call. Renee reminded all that she sent the final version of the operations manual to everyone on 1/22. She has requested everyone review this. She added several sections including clarifications of the joint work groups. Renee would like Victoria to review the treasurer section. All of these related files are on the seminar room to download. Once this document is reviewed, it will be posted to the Forum and website. We had a lengthy discussion on whether we could adopt this manual on the call and amend at a later date. Valerie made a motion to adopt the manual as it was

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presented today. Garry seconded; motion carried with affirmative votes from Matthew, Janet, Denise, Valerie, Laura, Renee, and Garry. John abstained from voting because we do not have a process in place for accepting such documents- it is not covered in the constitution/by laws. Action item: review by all.

Status of TTAP Centers- Renee reported that Eastern TTAP has a contract; Northwest and Northern Plains have received a Letter to Proceed.

Process for 2014 Constitutional Changes- If we would like to make changes to the constitution/bylaws in St. Louis (require a vote), there is a process in place that needs to be followed. Renee would like to edit the description of the nominating committee so it does not include having the chair of the upcoming summer conference on the nominating committee. Do we also want to address the operations manual formally in the bylaws? Action item: what are our intentions for bylaws revisions for the summer conference?

Treasurer's Report- (also see end of this document) Victoria was not on the call because she was ill; she provided her Treasurer's report files in advance of the call. Renee went through the items on the report. The winter business meeting expense was higher than anticipated because our attendance exceeded what we estimated. Dues are still owed by 9 centers at this time. Renee is going to ask Victoria to note that the \$212 on the Communications budget reflects the annual website maintenance fee. Matthew made a motion to approve the report; Denise seconded; approved. Action item: Victoria to make notation on Communications expenses.

FHWA TPP Update- Susan reported that the Strategic Planning Committee (SPC) agenda is currently being prepared by Jeff and Cameron. Renee noted that the March EC call conflicts with the travel day for the SPC and she will email out an alternate date. Action item: re-schedule March EC call.

Partnerships Work Group- John spoke with Brian Roberts about attending the NACE conference- Brian suggested those not registering in full should seek a one day registration. Renee wants to update the partnership agreement with APWA. Renee and Cameron were on a call with the APWA safety subcommittee representative Carla Anderson recently; APWA would like to do a needs assessment of centers to see how they could use APWA's help. As for AASHTO, there is still no AASHTO liaison. Renee asked if the region reps would please poll their centers to see if someone (especially from a DOT center) has an interest in being an AASHTO liaison. Action item: Renee is looking for John to create a Partnerships meeting schedule by the March EC meeting AND region reps to look for AASHTO liaison possibilities.

Joint Professional Development Work Group- Kim Carr reported that they still have P.D. documents under development with FHWA. The work group is looking at having more professional development sessions on the Monday of the summer conference. If new LTAP/TTAP personnel are looking for help or

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information, Kim requested that you direct them to Rusty or Denise for guidance. Kim also noted we need to be diligent about explaining acronyms to new people.

Joint Safety Work Group- Janet reported that the last Safety webinar was on 2/10 and was attended by 20% of centers. They are also formulating a new contacts list, and to date 19 centers have asked to be included on safety communications. Susan is helping to compile this new list, which will be used for marketing safety activities along with the Forum posts. Janet also reviewed the format for the 2014 safety component for the region meetings, which was emailed on 2/18. The next webinar is 4/14. Action item: coordinate safety session with Cameron Ishaq or Jeff Zaharewicz in advance of your region meeting.

Communications- Garry indicated the work group is going through some reorganization and he is looking for some guidance on what details he should/should not share with the group regarding Steve Jenkins stepping down as co-chair of the work group. Kim suggested the work group mission should be clarified to the members. Steve was invited to stay on as a member of the group, but he has declined. Valerie and Garry have requested this item be discussed further at the April EC meeting. Action item: include on April EC agenda.

Training Resources- No report.

Conference Planning- Valerie reported there will be a more structured professional development component, running concurrent to safety. This will provide more options for centers. She is working with the hosts on menus and prices for group tickets to the baseball game. Registration is just about ready. Kim requested a description of the keynote speaker presentation.

2015 Conference Location- Savannah, GA is the location chosen. Based on her relationship with their local Marriott, Valerie was going to contact the Savannah hotel and try to get all the room rental fees waived with the \$30,000 food and beverage minimum. The contract has not yet been finalized.

NACE- As a reminder, NLTAPA is covering two nights of lodging and your travel. It is not covering NACE registrations. 2 of the 3 host hotels are booked. Victoria is willing to reimburse your plane ticket as soon as you purchase it, provided you have documentation.

Upcoming Meetings: Need to reschedule March date.

Meeting adjourned 4:02PM.

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National LTAP Association Treasurer's Report

As of January 31, 2014 Operations Fund

- 12/31/2013 Balance \$30,503.61

- Revenues

- Dues Collected + 1,000.00
- Interest + 1.28

- Expenses

- Credit Card Fees - 35.30
- Winter Business - 212.00

Meeting - 2,635.40

- Total as of 1/31/2014 \$28,622.19

Operations Reserve

- 12/31/2013 Balance \$11,601.27

- Interest + .09

- 1/31/2014 Balance \$11,601.36

Conference Fund

- 12/31/2013 Balance \$ 7,392.94

- Revenues

- Interest + .31

- 1/31/2014 Balance \$ 7,393.25

Conference Reserve

- 12/31/2013 Balance \$24,011.63

- Interest + 2.44

- 1/31/2014 Balance \$24,014.07

Certificate of Deposit with Community Bank – \$8,900.00 (1/5 of reserve accounts)

Total assets held by NLTAPA as of 1/31/2014 - \$80,530.87

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