**NLTAPA Executive Committee**

Conference Call Agenda

Wednesday, September 14, 2016

1:00-3:00 PM (Eastern)

* **Call to Order:** Meeting was called to order by Matthew Enders, WA LTAP, President, at 1:02 pm.
* **Roll Call:** Present on the call were: Matt Enders, President; Denise Brown, President-elect; David Orr, Vice president; Rusty Lee, Secretary; Amy Begnoche, Northeast Region, Carly Keane, Mid-Atlantic Region; Matt Cate, Southeast Region; Ben Jordan, Great Lakes Region; Kristin Kelly, North Central Region; Rebecca Mayher, Western Region; Becky Tremonte, TTAP’s. Susan Monahan – FHWA Clearinghouse.
* **Approval of Meeting Agenda:** Motion and second to approve the agenda. Passed unanimously.
* **Approval of Meeting Minutes:** Motion to accept the 7/7/16 and 8/10/16 minutes with re-formatting. Moved, seconded and passed unanimously
  + **Treasurer Report:** There was no Treasurer’s Report. A request was made for costs from past conferences to be provided as well as reservations for the November EC meeting in Arlington. Matt said he would contact Victoria for this.
* **Items from the President:** Matthew Enders, WA LTAP, President

Matthew opened the discussion of several items. As far as center contact information, Susan reported that Morgan from the Clearinghouse would be contacting all centers and making sure their center information was up to date. She reported about half of the centers had been contacted and the EC could let the centers in their region know that this call from Morgan would be coming.

Regarding APWA and NACE benefits, the response was mixed. Rebecca reported AASHTO is a source of training solutions for them. Many report using APWA materials and webinars. Nick Jones did a workshop at an APWA chapter conference. Amy reported using APWA at the local level, not the national level. None of the centers on the call reported strong NACE chapters, except NY. David uses some of their materials and works with the local chapter. David and Matt would send out the code for AASHTO materials. David cautioned that the materials are for centers only. The discount is not for materials provided to locals.

FHWA transition – Matt reported the FHWA fall business meeting was underway and all DA’s should be there. Matt encouraged centers to reach out to their DA’s regarding the LTAP program.

Matt also reported that NLTAPA is not universally on the invite list to the EDC-4 summits. Several EC members reported that their center had been invited (Denise, Rusty, Carly and Matt). Matt had reached out to Tony Furst and Tony had indicated that the collaboration style of the past would continue. However, as of this call, no call had been held or scheduled.

Regarding proactive outreach for EDC, Matt discussed the opportunities the exchanges offer and the EDC materials that are sent out. Centers should reach out to customers on what we do and get support.

Fall Officers Retreat and EC Meeting – Matt will work with Victoria on this. The agenda will be issued soon. Ideas from the EC are welcome.

* **FHWA Update:** none
* **Work Group / Joint Program Updates**

Matt advised all committees to start working on FY 17 budgets and workplans.

Website updates – all work groups should be reviewing them and getting them updated.

Communications WG – Rebecca reported they have calls on the second Tuesday at 2pm. They need lessons on how to update website pages. EC and workgroup pages need updates.

Safety Joint Program – Matt reported that there was a peer exchange in Seattle. Five LTAP’s represented on Local Road Safety Data Best Practices. Also, had representation on the AASHTO Safety Management sub-committee. This sub-committee may merge back up to SCOHTS. There is a push for more local road safety – county safety plans, etc. Concern that local road safety at AASHTO could get lost within the bigger program. Road safety 365 pilots complete. A final copy of the materials is in preparation based on feedback. No timeline yet. Not much news from FHWA.

Partnerships WG – David reported that the WG has not had a call yet. They are setting dates for calls. Two people will be attending the NTTD conference. He needs to work with International Programs and get current on other partnership work that is in progress (MOU’s, etc.)

Professional Development Joint Program – Rusty reported that new members have joined since the annual meeting. Carly had spoken with Jeff and hopefully we will know more after the fall business meeting. Will have a leadership call soon also. Denise added that LTAP U was great again. But perhaps the pre-sessions need more marketing – what exactly is an LTAP U?

Conference Planning WG – Denise reported that there had been a conference call with the region. Sept 21 is the next call. Will be at the Mid-Atlantic region in Portsmouth October 13 and 14 at the conference site. SC LTAP may be doing A/V for 2017. Met with Byron regarding Basecamp for conference planning. The annual fee for the software was paid from conference funds. The software may be of value to other workgroups. Ashley Matthews is the WG comms liaison.

Training Resources WG – David reported that he is transitioning to Steve Strength as chair. Conference calls on second Monday of month. Work plan is in progress as well as attending the NTTD annual meeting. David completed his NHI teaching. The MOU with NHI must be updated. Working on the issues with the NCSI update. T2 will have a culvert lining webinar in October. Other T2 efforts may be off to the side for FHWA for now.

**Region Updates**

Great Lakes – Ben – Steve is retiring today and the new director has not been named. May be an internal hire as the new director. May need a new APWA liaison.

Mid-Atlantic – VA center just had an event at the conference venue. Looked at venues for the reception and banquet. Region will be at venue in October.

North Central – Kristen reported the MINK conference is September 28 and 29. Regional local raods conference in October. Region meeting is May 31 in Kansas City, MO.

Northeast – Amy reported region may host the 2019 conference. No update on RI center. May 22-24 will be the region meeting in VT. Hugh Johnson is the new director of the VT center.

South Central – no report

Southeast – quiet month, nothing to report.

TTAP – National Conference in Anaheim in 2 weeks. 2017 conference in Tucson. Mountain West TTAP will be host.

Western – nothing to report

**Items from the Floor - none**

**Adjourn at 2:13 pm.**