**NLTAPA Executive Committee**

Conference Call Minutes

Wednesday, October 12, 2016

* **Call to Order:** Meeting was called to order by Matthew Enders, WA LTAP, President, at 1:05 PM.
* **Roll Call:** Present on the call were: Matthew Enders, President; David Orr, Vice President; Amy Begnoche, Northeast Region; Becky Tremonte, TTAP Region; Ben Jordan, Great Lakes Region; Carly Keane, Mid-Atlantic Region; Kristin Kelly, North Central Region; Matt Cate, Southeast Region; Rebecca Mayher, Western Region; Steve Strength, South Central Region; Cameron Ishaq, FHWA; Susan Monahan, Clearinghouse; John Velat, Eastern TTAP; Todd Macalady, Mountain West TTAP
* **Approval of Meeting Agenda:** Motion and second to approve the agenda. Passes unanimously.
* **Approval of Meeting Minutes:** Motion to accept the 9/14/16 minutes. Moved, seconded, and passed unanimously.
* **Treasurer Report:** The August Treasurer Report was shared (see below). No September report was available. Motion to accept the August report. Moved, seconded, and passed unanimously. It was also mentioned that the final conference report (from Madison) will be out soon. All bills have now been paid, though the last transaction may show up in early October for our financial records.
* **Items from the President:** Matthew Enders, WA LTAP, President
	+ Matthew asked the Region Representatives to survey their Regions about planned attendance for the EDC 4 summits. We want to find out if Centers are attending (and sponsored), attending (not sponsored), or not attending.
	+ We received a form letter from the Roadway Safety Foundation requesting funding to help support them. By group consent we decline and will not send a response.
	+ Matthew shared an update from the FHWA Transition Ad-Hoc Committee. He has reached out to Victoria Peters and Tony Furst about a lack of communication. They indicated no intentional change in communication levels and verified that we are still working on joint programs in both safety and professional development.
	+ John Velat and Todd Macalady shared that the National Tribal Transportation Conference was held last week. At that conference the TTAPs were told by Victoria Peters that all of the TTAP contracts will be re-competed in federal fiscal year 2017, even though some are still mid-contract in their option years (especially an issue for Mountain West TTAP which has signed contracts to host the National Tribal Transportation Conference next year). This re-competition is due to as yet undescribed changes coming to the program. In addition, when asked about how tribes could provide feedback on those potential changes to the program, TTAPs were told that that feedback would not be needed.
	+ Based on the information that came out of that conference, Matthew has a call with Victoria Peters and Tony Furst tomorrow to discuss concerns.
	+ The fall Officers Retreat and EC Meeting agenda and travel information was discussed. EC members were encouraged to review the hotel information shared by Victoria Beale to make sure that everything is correct. All members on the call indicated they would be attending in person, with the exception of Becky (Todd plans to attend in her place to represent TTAPs). The agendas were discussed and received general approval. The new FHWA leadership (Victoria Peters and Tony Furst) have set times on the agenda to meet with both the officers and the EC (Tuesday and Wednesday). They will be asked to attend during those times, with the option to stay for as much of the day as they choose. Matthew will send out invitations to Tony, Victoria, and Jeff.
* **FHWA Update:** Cameron Ishaq shared that the joint program leadership teams are meeting and that Jeff was not able to participate today due to being at an all staff meeting for the new Office of Innovation (OIPD).
* **Work Group / Joint Program Updates**
	+ David Orr shared that all work groups should be working on budgets and work plans for next year.
	+ Professional Development Joint Program – Kristin shared that the work group is meeting on 10/20. They will primarily be talking about the mentorship program. The leadership team has a meeting set as well.
	+ Communications WG – Rebecca shared that they are working on an alternative date for the November call (conflicts with the EC meeting). Their work plan will be done prior to the November meeting. There is a plan for a 2017 newsletter (winter edition), prior to TRB. They are developing a how-to document for web page editing. The work group met yesterday. See WG report below.
	+ Training Resources WG – Transitioning from David to Steve (will shift over by November). They will be sharing information from their meeting and have dates for calls set up for the year.
	+ Partnerships WG – David shared that call dates are scheduled for the year. Donna Shea and David will talk after the NTTD meeting (where Donna is right now). There is interest in holding a joint conference with NTTD (maybe 2018 – especially if in Louisiana). There was general consensus that we are OK going forward with talks in that direction.
	+ Safety Joint Program – See WG report below.
	+ Conference Planning WG – Carly mentioned that they will meet next Monday. She will share what she learns about the conference during the onsite Mid-Atlantic Region meeting (starts tomorrow). Steve asked about the 2018 site proposals. It was agreed that during the Monday conference call they should cut down the list of sites to remove any obvious hotels that will not work for us as well as based on Steve’s knowledge of them. The shorter list will be reviewed at the November meeting for final selection.
* **Region Updates**
	+ Northeast – FHWA is working with RI DOT, nothing final yet.
	+ Western – Nothing new.
	+ Southeast – none
	+ Great Lakes – none
	+ North Central – Held the MINK meeting last month (60 people). Next week is the 31st annual local road conference in South Dakota.
	+ Mid-Atlantic – Everyone is heading down to the Region meeting now. The Region meeting will include many conference items. The Region is discussing partnering on a roadway management conference (all Centers in Region). Virginia has some new online classes/webinars on e-Construction.
	+ TTAP – National Tribal Transportation Conference last week (see above for details). Overall the conference itself went well. The 20th Annual conference will be in Tucson, AZ in late September next year.
	+ South Central – Next year’s Region meeting is set to be in Arlington TX (March 8-9). The NM DOT has selected Lee Rosen as their new LTAP Director. She has been serving in that role in an interim capacity.
* **Items from the Floor** – John Velat mentioned that Centers may want to reach out to their customers and partners (including FHWA Division offices and DOTs) about the programs they operate. If customers and partners want to continue to see the same kinds of activities occur, they may need to reach out directly to FHWA program leadership.
* **Adjourned at 2:08 PM.**

**Work Group: Communications Date: 10/13/2016**

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**WG meetings since last EC call**: 10/11/2016

**Upcoming Meetings**: Working on November Date original conflicts with EC meeting

**Highlights**:

* NLTAPA Newletter plan for 2017 and Winter Newsletter 2016
* Workplan to be done by EC meeting
* Website working on “how to doc” and schedule a webinar for work groups and regional reps

**Items needing EC consideration**:

* Winter Newsletter Content in regard to Business Meeting needs – Presidents Message

**Reported By**: Rebecca Mayher

**Work Group: Safety Date: 10/12/16**

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**WG meetings since last EC call**: Joint Safety Leadership Team Call – 10/11/16

**Upcoming Meetings**: Joint Safety Leadership Team Call – 10/31/16, Full Work Group – December 2016

**Highlights**:

* No feedback/ideas submitted for a best practices guide
* Plan to survey WG about ltap.org website safety resources and have new resources to add
* Also plan to review Center websites to look for any new safety efforts that are identified
* Plan to update work group calls (years ago had an all-discussion format, recently had an all-webinar format, going forward plan on a hybrid of those)
* Planning for WG meetings/webinars in December, in the spring, and possibly in the summer
* Starting to pull together the 2017 work plan

**Reported By**: Matthew Enders (WA), Safety WG Co-Chair



