**Minutes**

**Partnerships Work Group**

**10/6/14 Conference Call**

**Attendees**: Matthew Enders (WA), Lisa Harris (KS), Donna Shea (CT), James Martin (NC), Denise Brown (ND), Nicole Creaturo (CT)

* NTTD (Donna): Any progress/update regarding contact points, etc., for establishing a formal partnership.
  + Contacted Victoria Beale and the Training Resources Work Group about NTTD. Training Resources talked about it on their last call. Donna is looking for the best contact (probably Rick) and is interested in whether the TRWG sees value in moving forward with a formal partnership. Will work with them to identify Center-level benefits.
* APWA (James): Practical Center-level benefits discussion (this will inform the EC efforts to update the partnership agreement).
  + There is supposed to be a joint task force (from both organizations) – not sure if that’s ever happened.
  + Many of the following ideas may vary state by state, depending on the activity level of the APWA chapter…
  + Share training opportunities and mailing/membership lists.
  + Partnering opportunities for educational materials, etc.
  + APWA national has a lot of good resources & training opportunities that could be passed along.
  + Opportunities for planning & assisting with chapter APWA conferences.
  + Have LTAP/TTAP classes approved in formal APWA training plans.
  + How do we best approach individual chapters? We know that things are happening, but we’re not sure who’s doing them.
  + How do we share best practices back and forth?
  + Provide a free registration or conference booth at the chapter APWA meetings.
  + Allow LTAP/TTAP staff to serve on chapter committees, etc.
  + Provide a liaison from the chapter to the Center, who then shares with APWA chapter membership about LTAP/TTAP.
  + Partnership on Roads Scholar programs.
  + Provide newsletter articles.
  + Marketing – getting our name out there and what we do.
* NACE (Lisa): Practical Center-level benefits discussion (can supplement new agreement in some fashion).
  + How do we best approach individual affiliates? We know that things are happening, but we’re not sure who’s doing them. Help us keep track of who’s working on what…
  + Come up with a list of things that each affiliate is doing to share with LTAP/TTAP Centers. We need a place to keep this information & revisit it (website?).
  + Funding or leveraging of funds, such as joint funding of conferences or workshops.
  + Providing technical information (newsletter articles, etc.).
  + Teaching training courses (especially for LTAP Centers without as much engineering staff).
  + Partnership on Roads Scholar programs.
  + Marketing – getting our name out there and what we do.
  + Provide a free registration or conference booth at affiliate meetings.
  + Have the affiliate write to the Secretary of DOT about safety needs & funding (HSIP funds) to try to move the bar toward local funding for safety.
  + Include LTAP information in affiliate newsletter or email.
  + NACE executive director versus president as liaison(s) with us. Should keep both in the loop on national-level discussions.
* AASHTO (Tim): Practical Center-level benefits discussion (this will inform the EC efforts to update the partnership agreement).
  + Getting AASHTO documents at a reasonable/reduced price.
  + Some opportunities for partnerships on safety efforts – should be able to provide a state contact person for Centers to work with.
  + TZD – LTAP Centers working with DOTs to push for this. Why isn’t AASHTO pushing this with individual state DOTs? Find a way to build awareness & coordination with individual DOTs…
* Communications Work Group (Nicole): Website presence: [www.ltap.org](http://www.ltap.org) and [www.nltapa.org](http://www.nltapa.org) – where Partnerships exists discussion.
  + Trying to eliminate redundancies between websites.
  + Should put resources, etc., on the NLTAPA website.
  + Have FHWA agreements (with NACE, APWA, etc.) listed on the LTAP website.
* 2015 Work Plan (Matthew): The biggest (but not only) issue to identify regarding our planned 2015 work plan relates to funding. We love to get our liaisons to their partners’ annual meetings if possible…
  + Increase funding level (per trip) to $1750.
  + Include all 4 trips in work plan.
  + We should discuss which AASHTO meeting would be the best benefit for us to attend.
* NTTD (Donna): Practical Center-level benefits discussion (this will help the EC if a formal partnership agreement is created).
  + Provide training materials that can be shared with Centers.
  + If DOT is offering training and there is a chance to open up spaces to locals (via LTAP/TTAP).