

Transportation Consultants Council (TCC) Executive Committee Meeting Minutes

Attendees: Hibbett Neel, Alfred Guebert, Shelley Row, Rod Kelly, Jeff Arey, Kay Fitzpatrick, Robert Jurasin, Siva Narla, Pradeep Sarvareddy, Philip Caruso, Don Samdahl, and Amir Rizavi

Minutes Recorded By: Amir Rizavi

Location: Suite 8216, Marriott Wardman Park Hotel, Washington, D.C.

Date and Time: January 22, 2006; 10:00 – 11:30 AM

Hibbett commenced the meeting at 10 AM by welcoming everyone to the meeting and thanking all for attending. He commended Paul Eng-Wong for the council's achievements during Paul's term as the chair and appreciated his efforts. Hibbett indicated that one of the key issues for discussion at this meeting would be "membership" and how we need to encourage consultants to join the council. There was a round of introductions following which Hibbett invited Alfred (Alf) Guebert and Rod Kelly to say a few words about their campaign for the position of International Vice-President.

Alf and Rod thanked Hibbett and indicated that they were excited to run for the position and appreciated the efforts of the Council. They extended their support to the council.

Hibbett then called upon Shelley and Phil to discuss items that ITE Headquarters wished to share with the council.

Shelley provided information about two certification programs that ITE plans to implement this Fall (at the Annual Meeting in Milwaukee). These programs called Traffic Operations Practitioner Specialist (TOPS) and Traffic Signal Operations Specialist (TSOS) are being developed for professionals without licensure and are intended to complement the PTOE certification. Shelley also briefly mentioned that ITE has been emphasizing on professional development programs that are currently being offered as webinars. Shelley passed around a list of topics for the professional development program and requested the committee members to determine if any relevant topics are missing. Shelley added that ITE council memberships are down this year (in spite of providing members with an option to join a council free of cost).

Phil added that the council needs to identify priority projects. ITE wants to focus on developing products that have a demand and that would benefit the members. Phil added that it would also be valuable to identify what sort of news items or information would benefit members.

Hibbett then went on to inform the executive committee members that they would need to actively participate in certain committees/councils. Committee members volunteered to be part of the various committees/councils as follows:

- Policy and Legislative Council – Hibbett Neel
- Standing Committee on Recommended Practices – Don Samdahl
- Technical Committee Meetings – Robert Jurasin
- Committee to respond to Federal rulemaking – Hibbett Neel
- Contact for newsletter – Amir Rizavi
- Contact for technical projects – Amir Rizavi

Following this, a long discussion ensued that covered the area of scholarships for young consultants. Amir mentioned that there are two different scholarships that are awarded to young consultants which involve the TCC:

1. Young Professionals Scholarship – This award is offered by the TCC to members less than 35 years of age to enable them to attend Annual Meetings. This scholarship was implemented last year and was a success with many good applications being received. The council would like to continue this scholarship and recommended that this year \$1,000 be awarded to 10 deserving individuals so they could attend the Milwaukee meeting. The requirements for this scholarship are an essay from the applicant on “Why Should I be awarded this scholarship?” along with a resume. Award winners later have to provide an essay about their experience at the conference. The goal of this scholarship is primarily for these young individuals to be tracked by ITE as rising stars with the hope that they would continue to work with ITE, and make this an opportunity to commit and contribute to ITE. Jeff will take the lead on this award. He will follow up with Heather Talbert.
2. Young Consultants Award –This award, sponsored by and funded by the TCC, recognizes achievement in transportation consulting by younger employees of member firms of the TCC. The award is bestowed annually for a paper reporting on transportation consulting activities; the paper does not have to report upon a total project, but can cover the portion of the project for which the writer was responsible. The award comprises of recognition at the ITE Annual Meeting and in ITE Journal, an inscribed certificate, and a \$1,500 award check. The award is open to any employee of a member firm of the TCC who is also a member of ITE and who has not reached his/her 35th birthday by April 2006. Presently, this award is being overseen by ITE. The TCC would like to take leadership of this award. Jeff and Don would be responsible for this.

Hibbett then discussed the key issue about memberships. He indicated that ITE needs to ascertain that the list of member and non-member consulting firms that they currently have is accurate. He would like to see an up-to-date list of consulting firms from ITE with names and addresses of contacts, and areas of expertise of the firm. The TCC could create directories with this information and provide these to all the member firms. This would provide exposure to these companies and could encourage them to renew their memberships. Everyone agreed that the directory was a very good idea and should be seriously pursued. Bob also added that in addition to the directory, the council should give opportunities for exposure to member companies at annual meetings by providing colored ribbons, having slide shows, or even company names being announced by the Chair during certain popular events.

Bob also suggested sending out invoices to the entire list of non-member companies. This should be done as soon as possible and firms should be given a deadline in March. The invoice would include a cover letter describing the activities of the council and an application form. The cover letter would also ask for a contact and also mention that the council is in the process of preparing a directory. This was agreed upon, and Hibbett would prepare the cover letter. ITE would then send out the invoices.

Amir inquired about the results of the survey conducted by Bob with regard to what the TCC member companies would like to see the council do. Bob and Hibbett responded that approximately 34 firms replied back but the results were inconclusive. Some topics that the member companies had expressed an interest in were ethics, business practices, and working with the public sector. Bob will follow up to see what the council could do along these lines.

Hibbett thanked everyone for attending. The meeting was adjourned at 11:30 am.