

## **Transportation Consultants Council (TCC) Executive Committee Meeting Minutes**

Attendees: Jeff Arey, Marsha Anderson Bomar, Alfred Guebert, Robert Jurasin, Rod Kelly, Siva Narla, Hibbett Neel, Patricia Noyes, Amir Rizavi, Don Samdahl, and Ken Voight

Minutes Recorded By: Amir Rizavi

Location: Eisenhower Room, Marriott Wardman Park Hotel, Washington, D.C.

Date and Time: January 21, 2007; 10 AM – 12 PM

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Hibbett commenced the meeting at 10 AM by welcoming everyone to the meeting and thanking all for attending. He circulated the agenda and mentioned that the key issues for discussion would include TCC membership and topics for the planned roundtable discussion sessions with the Public Agency Council at the Annual ITE Meeting in August. This was followed by a round of introductions. Hibbett indicated that he has not heard back from all of the Executive Committee members with regard to their interest in continuing to serve on the committee and requested everyone to respond to his email. He then called upon Pat Noyes to discuss some key issues discussed at the Coordinating Council meeting.

Pat mentioned that one of the discussion items at the Coordinating Council meeting was identifying the possible need for a process on how to maintain vitality amongst existing Executive Committee members. The Coordinating Council hopes to list operating guidelines on ITE's website. This would include the need to identify the "role" of the Executive Committee and each member and ensure that the members are active and efficient. The goal of the Coordinating Council is to document guidelines in the form of a brochure sometime in the near future.

Hibbett then discussed the key issue of membership to the council. He indicated that ITE's database indicates that there are approximately 6,600 members out of whom 40 percent are listed as consultants. He felt the need to ascertain that the list of member and non-member consulting firms that ITE currently has is accurate and determine how many of these are individual companies. He stressed that the council should come up with ideas to increase membership. This could include conveying the efforts of the TCC to the consulting firms. These efforts include implementing yearly scholarships; selecting and sponsoring the keynote speaker at ITE Annual Meetings; exposure of the firms via newsletters and directories, thus providing companies an opportunity to be visible; organizing sessions and dialogues with various agencies (for example the roundtable session with the Public Agency Council) that could benefit consultants.

Hibbett and Marsha also felt need to keep track of individuals to whom the TCC membership invoices are being sent to. There has been a lot of turnover industry-wide lately and a number of larger firms have been acquiring smaller ones. Hence the invoices are probably not reaching the correct individual. Another concern was that email addresses are probably not up-to-date.

Some suggestions to increase membership included –

1. Sending out blast emails with a web-based survey to determine if the firm is a member of the TCC. The requested information could include updating "Employer type", i.e., either the individual is a consultant, works for the public sector, etc. They would be asked to

update their email address and provide the name of a key person whom ITE could contact with regard to invoicing issues.

2. Listing the names of member firms on the ITE Annual Meeting program so that the firms know that they are getting good exposure.
3. Creating an online directory for member firms that could include the company profile, web address and contact information. Such a directory already exists on ITE's website. We would need to figure out a way to restrict this to TCC members only.

The next topic on the agenda was discussion of topics for the proposed roundtable session with the Public Agency Council during ITE's Annual Meeting to be held in August. A fruitful dialogue ensued and a number of topics evolved. These topics would be provided to ITE so that they can prepare a final list of topics for discussion.

Hibbett then mentioned that the TCC would continue the scholarships for Young Professionals but the council needs to determine how this will benefit the TCC. ITE maintains a list of names for "rising stars" and potential future ITE leaders. There is a need to follow up on the list and to make sure that these individuals would be contacted to encourage them to be actively involved in this or some other council.

Jeff also asked for volunteers to judge the scholarship applications for the 2007 Young Consultants Scholarships Award. Don Samdahl and Ken Voight agreed to be judges along with Jeff.

The tentative date for the next TCC Meeting would be Monday, March 23, 2007 at ITE's Technical Conference in San Diego. It was also decided that starting in 2008, TCC committee members could join the council meetings via teleconference. It was agreed that the Spring Technical Conference meeting is typically not attended by everyone and this would be a good meeting to host via teleconference.

Hibbett thanked everyone for attending. The meeting was adjourned at 12 pm.