

Transportation Consultants Council (TCC) Executive Committee Meeting Minutes

Attendees: Jeff Arey, Siva Narla, Hibbett Neel, Amir Rizavi, Don Samdahl, and Heather Talbert

Minutes Recorded By: Amir Rizavi

Location: Suite 8219, Marriott Wardman Park Hotel, Washington, D.C.

Date and Time: January 13, 2008; 10-11:30 am

Hibbett commenced the meeting at 10 am by welcoming everyone and thanking all for attending. He circulated the agenda and a package that included names of the member firms. He then shared the following key issues that were discussed at the Coordinating Council meeting:

- ITE would like to undertake a strategic planning effort and need input for improving the working of the organization.
- Ken Voight stressed that the three “Rs” -- Retention, Reactivation and Recruitment were key and would affect every council.
- Paul Eng-Wong wanted members to get “active” and Gene Wilson’s thought was that we should have fun while learning.
- Some of the questions included – What should the primary mission of the councils be? How well have councils been accomplishing the mission? Based on this should the councils be continued, or should a significantly different approach be considered? If councils are continued then what are the changes that would be needed?
- Tom Brahms discussed the strategic plan to be developed in 2008 and indicated that this should be a collective input of the membership.

The discussion then shifted back to the agenda items.

Amir indicated that the TCCs joint session with the Public Agency Council at the August '07 Annual Meeting was a success. This led to the creation of a webinar and the TCC should continue similar initiatives with other councils and also continue dialogue with the Public Agency Council. Amir would talk further with Jeff to get a detailed write-up in the TCC newsletter about the session with the Public Agency Council.

Jeff expressed that the logical follow up to this endeavor would be to participate in the Ethics Committee and have a similar session with them. Another council to be involved in could be the Express Witness Council. Don suggested having a member of the TCC sit in on these councils and vice-versa would be a good idea.

It was agreed upon that the possibilities of sessions with the Ethics Committee and the Public Agency Council would be pursued.

Siva requested that the TCC provide him with action items by the end of January. This would help ITE HQ in scheduling purposes.

The discussion then shifted with Don questioning the TCC's role in sections and districts. Hibbett wondered if we would get an individual participate in TCC meetings from each of the districts. He suggested that the section/district directors should be contacted and asked for volunteers. Don mentioned that every section has consultant sponsored meetings. Could this take place under the auspices of the TCC?

The council agreed to have one representative from each district at the executive committee meetings. Amir would provide a paragraph to this effect that would go into the ITE e-newsletter, and Jeff would follow-up and contact the district directors.

A discussion about council membership ensued and Hibbett indicated that the TCC should continue to think of ways and means to increase membership. Heather and Jeff pointed out we should think of using a "bottom up" approach so that issues come forth from the members. Siva added that the council members need to take more initiative and be proactive. This is the only way for the council to be more effective in increasing membership. Heather and Siva indicated that ITE is updating the directory with just the list of TCC member firms.

Don wondered about member firms getting discounts in placing advertisements (business cards) at the back of the ITE Journal or even if these could be restricted to TCC members. Heather would look into this.

Amir wondered if the TCC could host/sponsor webinars. This would get the council a widespread audience and would boost the TCC's presence. Siva indicated that ITE would welcome this. The council agreed to sponsor webinars and ITE would like the council to provide topics for webinars by mid-March.

Hibbett then mentioned that the TCC would continue the scholarships for Young Professionals. Don volunteered to be a judge for the scholarship applications for the 2008 Young Consultants Scholarships Award.

Heather indicated that Hibbett's term as Chair of the council would terminate at the end of this year. Jeff indicated that his position as the International Director and other responsibilities would make it difficult for him to accept the position as Chair of the council following Hibbett's term. Don was nominated as the Chair of the council for the next term starting in 2009. Hibbett would also send out an email to current council members to determine who would like to continue as "active" members.

The following Council Committee appointments were decided upon:

1. Policy and Legislative Committee – Hibbett Neel
2. Ethics Task Force – Jeff Arey
3. SCORP (Standing Committee on Recommended Practices) – Don Samdahl
4. Technical Program – Amir Rizavi

Also, Amir would continue to remain the TCC newsletter editor.

The tentative date for the next TCC meeting would be at ITE's Technical Conference in Miami. Hibbett would be unable to attend the meeting and Jeff would chair the meeting in his absence.

Hibbett thanked everyone for attending. The meeting was adjourned at 11:40 am.