

**Institute of Transportation Engineers
Transportation Consultants Council**

Meeting Minutes of the Executive Committee Meeting

**Monday, March 20, 2006
Crowne Plaza Riverwalk Hotel
San Antonio, Texas**

I. Welcome and Introductions

Transportation Consultants Council Chair Hibbett Neel called the meeting to order at 2:05 pm and asked for self introductions. Those in attendance included: W. Hibbett Neel, Chair of the TCC, Jeff Arey, Vice Chair, Steve Hofener, Walter Kraft, John Kennedy, Ken Voight, Mark Norman, Chair of the Coordinating Council, Phil Caruso, ITE HQ, Pei-Sung, Lin representing M+O, Rod Kelly, Vice Presidential Candidate, Alf Gebert, Vice Presidential Candidate and Paul Eng-Wong, Immediate Past TCC Chair.

II. Annual Meeting

Phil Caruso provided some highlights of the Coordinating Council Meeting and the International Board of Direction Meeting. Some of the main topics included: Improve communications between the Councils and the International Board of Direction. Designing for all users and setting priorities. Each Council Chair will get a list of all its members.

Web Page – Proposed revisions, review and comment by March 22, 2006.

Web seminars and briefings - ITE is looking for instructors as well as ideas for Professional Development webinars. Come up with three ideas.

Any nominations for the Transportation Achievement Award should be forwarded to Heather Talbert.

Mark Norman emphasized the goals of the Communications initiative to create better lines of communications between ITE Headquarters and the various Councils and then between the Councils and its members. This can be accomplished with updates and web presence.

A discussion regarding the TCC Scholarship resulted in the designation of funds to cover ten \$1,000 Travel Scholarships to be awarded for the Annual Meeting in Milwaukee. Vice Chair Jeff Arey submitted a Project Proposal Form to Phil Caruso and appointed a Scholarship Committee comprised of Steve Hofener, Paul Eng-Wong and himself. Other points discussed included tweaking the process by requiring a write-up from the recipients before sending out award checks and considering the award to increase to \$1,500 for International members.

A discussion regarding the hiring of the next keynote speaker ensued. Two names were submitted for consideration: Dr. Bonnie Dunbar, former Astronaut and Mr. John Norquist, former Mayor of Milwaukee and author of "Wealth of Cities".

III. Membership Initiatives

Vice Chair Jeff Arey received a list of all consultant firms from HQ which indicated that there are 1800 firms. Jeff cautioned that many of these were one or two person firms however we only have 115 firms as members of the TCC. TCC Chair Hibbett Neel has prepared a letter to be sent out to all existing and potential members along with a description of what the Council is all about as well as a list of affinity programs offered to TCC members. Our goal is to at least double our membership this year. The list was passed around to see what obvious names should be contact and by whom. It was felt that face-to-face or telephonic communication would be the best way to find out who in each firm should be sent the information.

IV. New Business

Paul Eng-Wong reported that he had spoken to Robert Wunderlich and Monica Suter, Chair and Vice Chair of the Public Agency Council to advance the idea of a joint council session that discusses the needs and issue from both the Agency side as well as the Consultant side. This could be a session or a roundtable event.

Pei-Sung Lin representing the M+O committee was soliciting support from our Council to build a search engine to help local agency get help with regard to their transportation problems. After some discussion Walter Kraft cautioned them since a similar event had occurred in the past that was like a peer-to-peer review that was beset with problems. Walter will contact Les Jacobson who is the Chair of the M+O Committee to discuss further.

V. The next TCC Meeting will be held at the Annual Meeting in August in Milwaukee

VI. The meeting was adjourned at 3:35 pm.