

**MINUTES**  
**Council of University Transportation Centers (CUTC)**  
**Executive Committee**  
**7 October 2009**  
**Charleston Place Hotel**  
**Charleston, South Carolina**

- 1. Call to Order:** President Robert Plymale convened the meeting at 9:14a.m., with the following individuals in attendance:
- 2. Minutes Approval:** The minutes from the June 2009 Executive Committee Meeting were approved.
- 3. Treasurer's Report:** Financials were distributed a few days ago. Balance \$7,581 as of the end of August. There has been little activity since the summer meeting as most expenses are associated with the banquet. Dues collection is at 62%. We are still collecting dues from 2008.
- 4. Standing Committee Reports:**
  - a. Finance:** None
  - b. Federally Supported Centers:** None
  - c. Membership:** None
  - d. Nominating Committee Report & Elections:** After joining the Volpe Center, Bob Johns will have to resign. A nominating committee will be appointed by Plymale and the ExComm will participate in electronic voting.
- 5. CUTC Position on Reauthorization:** A letter regarding participation will be going out to CUTC members. The CUTC position paper on reauthorization is being reviewed by CRD Associates. Plymale and Albert met with the company in Washington, D.C., last week. There was discussion on whether or not to comment on the AASHTO-RAC reauthorization position, but it was decided to remain neutral in the interest of best serving the entire CUTC membership.
- 6. Agency/Organization Reports:**
  - a. U.S. DOT Modal Administrations:** CUTC is moving forward with the Volpe Center on working on the national summit that will be in 2010. RTI has pledged \$5,000 towards the summit. The goal is to raise \$50,000 ultimately towards the summit. It was moved that ARTBA handle the accounting for the summit. A letter will be sent out for pledges and the money will be transferred by May 1, 2010.
  - b. TRB Update:** The Winter ExComm meeting and general membership meeting will be held in conjunction with the TRB meeting. General membership meeting will be held at the Keck Center again. Times will be distributed shortly.
- 7. Ad Hoc Committees**
  - a. Awards:** None
  - b. Annual Banquet:** Room request has been made. Banquet will be held the evening of January 9. The main issue at this time is sponsorship. Rod Diridon has been primarily

responsible for most the sponsors in the past, but will not be able to take on that task this year. The second issue is the level of sponsors. Since sponsorships will be difficult this year, it was suggested that we approach our individual state departments of transportation for a sponsorship \$5,000. It was also suggested that a packet of sponsorship information, to be used for solicitation, should be developed for each UTC director. We will also be using the electronic invitation again. Last year, the electronic invitation as just as successful as the paper and it saved a considerable amount of money.

**c. Newsletter:** In the past, the newsletter always seems to be defending the program and Albert suggested that, in the future, the topics of the newsletter may take on a more “offensive” position. Highlighting the banquet sponsors in the newsletter, as an added incentive for banquet sponsorship, was also suggested.

**d. Work Force Summit:** None

**e. International CUTC:** Handout for those attending the meeting. Martin Pietrucha (?) has been heading up this initiative. Plymale suggested extending an invitation to an international UTC organization to the annual meeting and banquet as an invited guest.

## 8. Strategic Partners’ Liaisons

**a. ARTBA Research & Education Division:** None

**b. AASHTO RAC, SCOR:** None

**c. APTA:** None

**d. LTAP:** None

## 9. Update on ARTBA Activities

**a. Updated Workplan:** Already discussed.

**b. Website:** Website will become more of a “resource” for the UTC members. It has a better look and feel, but needs to be utilized more. Selling ad space was discussed.

**c. Member Survey:** There have not been many responses. There will be a push for responses at the January meeting.

## 10. Future Meetings

a. January 9, 2010 (Executive Committee Meeting and General Membership): ExComm meeting will be held earlier so that it doesn’t run up against the banquet. Action items for both meetings will be decided and distributed early next week.

b. 2010 Annual Summer Conference, TTI, June 7-9, College Station, Texas

c. 2011 Annual Summer Conference, Portland, Ore.

e. 2012 Annual Summer Conference: Decision on location will be an action item for the ExComm during the winter meeting.

**11. New Business:** There will be another phone call prior to the January meeting, in order to handle the items that can be dealt with ahead of time.

**12. Adjournment:** President Plymale adjourned the meeting at 10:51a.m.