

**MINUTES**  
**Council of University Transportation Centers (CUTC)**  
**Executive Committee**  
**9 January 2010**  
**Omni Shoreham Hotel**  
**Washington, D.C.**

**1. Call to Order:** CUTC President Robert Plymale called the meeting to order at 2:08p.m.

**2. Minutes Approval:** The minutes from the October Executive Committee meeting were approved, with no changes.

**3. Standing Committee Reports:**

**a. Treasurer's Report:** Dues are currently at 72%, and the budgeted amount is a little bit high. There will be another round of dues collection letters. Banquet sponsorships are well above where they were budgeted. Expenses for the banquet have not been finalized, but are currently running about where they were budgeted. However, the cost of having the winter meeting at the Omni Shoreham Hotel, rather than the Keck Center, will probably raise the overall meeting costs. Treasurer's report was accepted.

**b. Federally Supported Centers:** No new report from Adams. Plymale suggested that it might not be necessary to continue this relationship, but will maintain the "placeholder" in the meantime.

**c. Membership:** An application was received from the University of Illinois at Urbana-Champaign shortly before the last Executive Committee meeting. Due to the nature of their program, it was decided to "fast-track" their application. A motion was made and accepted, and it will be brought up for final vote before the full membership at the general meeting on 10 January.

**4. CUTC Position on Reauthorization:** There will be no discussion on this item at the general membership meeting about this item, but there will be a separate meeting for discussion. This will be procedure going forward.

**5. Strategic Partners' Liaisons**

**a. ARTBA Research & Education Division:** The head of ARTBA's Planning & Design division, John Derr, is very willing to work with CUTC and to introduce CUTC to some of the key firms, so as to foster the sponsorship relationship early on. It was also moved to further pursue the idea of an ARTBA group membership for CUTC.

**b. AASHTO RAC, SCOR:**

**c. International CUTC:** Piertrucha has made no progress since the Fall 2009 Executive Committee Meeting. He will pick up the process by proposing a survey that will assess the interests of potential international members.

**d. APTA:** Different representatives were suggested.

**6. Ad Hoc Committees**

**a. Awards:** Neville Parker will give a presentation at the general membership meeting. It was suggested that if the number of entries continues to grow, the judges will need more time to

review the entries. Timing has always been an issue. A summer deadline was discussed, which is feasible because the papers are from the previous academic year.

**b. Annual Banquet:** Regarding the 2011 banquet, it was suggested that formal invitations should be sent to specific individuals. A conference call will be set up for after the banquet.

**c. Newsletter:** Recent issue is nearly completed. The content of this edition is more proactive, rather than the defensive tactic of past issues.

#### **7. Update on ARTBA Activities:**

**a. Updated Workplan:** ARTBA is continuing its role in the management of CUTC activities.

**b. Website:** An idea for an open-user section of the website was dismissed, as it would create too many problems on the maintenance end.

**c. Member Survey:** The response was not very large to the mailed survey. Black asked for suggestions as how to follow-up.

**8. ARTBA Group Membership:** Covered earlier, under ARTBA Research & Education Division discussion.

#### **9. New Business:**

**a. IT Strategic Research Plan:** Susanne (?) Sloan will be presenting at the general membership meeting tomorrow.

**b. CUTC/RAC:** A long presentation will be made at the general membership meeting. Much material is available on the RAC website. It was suggested that RAC contributed an article to the next issue of the CUTC newsletter.

**c. Presentation on CUTC Workforce Initiative:** There will be a detailed presentation at the general membership meeting tomorrow. The initiative has been a collaborative effort. Collura circled materials about past summits and the plans for future summits.

**d. Presentation on Demographics:**

#### **10. Future Meetings:**

**a. Spring Executive Committee Meeting:** In addition, there will be another Executive Committee Meeting at USDOT and RITA, along with the meeting during the ARTBA Federal Issues Program.

**b. 2010 Annual Summer Conference**

**c. Fall Executive Committee Meeting**

**d. 2010 Annual Summer Conference**

**12. Adjournment:** President Robert Plymale adjourned the meeting at 4:05p.m.