

**Council of University Transportation Centers (CUTC)
Executive Committee Agenda
Meeting Room 3
Hotel Modera, Portland, Ore.
June 12, 4:30-6:30 P.M.**

1. Call to Order:

CUTC President Steve Albert called the meeting to order at 4:34pm PDT.

2. Minutes Approval

The minutes from the January Executive Committee Meeting and the May Executive Committee Meeting were approved.

3. Standing Committee Reports

a. Treasurer's Report: Martin Pietrucha provided the information for the end of the fiscal year. Pietrucha also compiled a lengthy memo on various new avenues of revenue for CUTC, outside of membership dues and banquet sponsorships. Suggestions included increased memberships, new membership types (associate memberships and corporate memberships), new registrations for the annual banquet, and exhibition spaces at meetings. In light of economic trends, it is more likely that CUTC will be unable to generate the proposed \$50,000 in banquet sponsorships. It was generally agreed by the Executive Committee that membership dues should be increased by 50% (to \$600 per year).

Steve Albert made a motion to inform the general membership that the Executive Committee has looked at the options and is recommending increasing dues (but will continue to examine other options).

b. Federally Sponsored Centers: No report at this time.

c. Membership: The University of Pittsburgh's application was voted on by the Executive Committee, approved, and will be presented to the general membership during the business meeting.

4. Strategic Partners' Liaisons

a. ARTBA Research & Education Division: Membership dues will go out for collection as scheduled next month.

b. AASHTO RAC, SCOR: Steve Albert will be presenting at the July meeting in Salt Lake City, with other organizations. Jason Bittner has been representing CUTC.

c. International CUTC: There was an announcement in the newsletter.

d. APTA: Bill Millar is retiring in October 2011, though the association remains in support of research initiatives.

e. New Strategic Alliances

i. ITS America

ii. Federal Transit Administration

iii. ITE: John Collura will head-up establishing a working relationship with ITE.

5. Ad Hoc Committees

a. Annual Banquet

Potentially, in 2012, there may be no “Student of the Year,” due to new funding issues and constraints. If so, there would need to be another focus/purpose for the banquet. Also problematic is that RITA’s annual contribution is linked to the “Student of the Year” program.

There will be time allotted for this discussion on the agenda of the general business meeting.

b. Awards

i. Discuss Professional Staff Awards: This would be a non-tenure award. It was suggested that this may not be the correct time or atmosphere to suggest a new award, due to financial considerations. In terms of award definition, it was discussed whether this is an award for a researcher or an administrator. Gen Giuliano suggested that the current definition as put forth by Larry Sutter is too broad. Steve Albert proposed that the definition be redrafted, and repropose at the meeting in January. Steve Albert, **Larry Sutter**, and **[Sashi??]** will work together to rewrite the proposed description.

ii. Discuss and Select Candidate for Lifetime Achievement Award: From the suggestions made at the May Executive Committee Meeting, Gen Giuliano moved that Bill Millar be presented with the Lifetime Achievement Award. It was seconded, and approved by the committee. Laura Spitz will draft a letter, and Gen Giuliano will reach out to him personally.

c. Newsletter

The newsletter was distributed on Friday, June 9.

d. Financial Alternatives

See Treasurer’s report.

e. Management Structure

Steve Albert would like to repeat his earlier notion that CUTC needs to look into employing a full-time CUTC staff leader. However, the timing might not be right. It was agreed to table this discussion and not discuss it at the general business meeting.

6. New Business

a. Documenting Collaboration

Steve Albert will give a presentation on the collaboration survey at the general business meeting.

b. Update on Transportation Workforce Development Initiative

Currently, there are \$175,000 in sponsorships. A fairly complete agenda has been drafted. A location (L’Enfant Plaza Hotel) has been chosen—a convenient location to the metro. Money is currently coming in from sponsorships. Currently, \$15,000 has arrived. Laura Spitz will send a summary e-mail on receivables in the next week or so.

c. Corporate/Affiliate Membership

See Treasurer’s report.

7. Future Meetings

- a. CUTC Fall Executive Committee Meeting, October 2-5 (Exact date TBD), Monterey, Calif.
- b. 2012 Annual Summer Conference (Exact date TBD), Michigan Tech
- c. 2013 Annual Summer Conference, University of Memphis, Tenn. (Potential)

8. Adjournment

CUTC President Steve Albert adjourned the meeting at 6:34pm (PDT).