

Matthew Enders, President
Washington LTAP

Denise Brown, President-Elect
North Dakota LTAP

David Orr, Vice President
New York LTAP



Victoria Beale, Treasurer
Ohio LTAP

Earl "Rusty" Lee, Secretary
Delaware LTAP

NLTAPA Executive Committee Meeting

Sunday, July 16, 2017

2:30 PM - 4:00 PM (Eastern)

Renaissance Portsmouth-Norfolk Waterfront Hotel

Attendees: Matthew Enders (President), Denise Brown (President-Elect), David Orr (Vice President), Amy Begnoche (NE), Ben Jordan (Great Lakes - outgoing), Carly Keane (Mid-Atl), Kristin Kelly (No. Central – outgoing), Matt Cate (SE), Rebecca Mayher (Western), Steve Strength (So. Central), Terri Nihil (No. Central – incoming)

Victoria Peters,, FHWA

Not in Attendance: Rusty Lee (Sec), Victoria Beale (Tres.)

- **Call to Order:** Matthew Enders, WA LTAP, President
 - Opened at 2:35 by Matt Enders
 - Approved agenda after adding item about Fall EC meeting
- **Roll Call:** Matthew Enders, WA LTAP, President
 - Matt took names in attendance. We have quorum
- **Approval of Meeting Agenda:** Matthew Enders, WA LTAP, President
- **Approval of Meeting Minutes:** Earl "Rusty" Lee, DE LTAP, Secretary
 - 5/17/17 EC Meeting Minutes – Approved – did not get names
 - 6/14/17 EC Meeting Minutes – Approved – Amy B / Carly
- **Treasurer Report:** Victoria Beale, OH LTAP, Treasurer (VB not in attendance, but sent reports ahead and Amy B covering. Matt did a base report for each month.)
 - May Report – Approved minutes, Rebecca – Carly
 - June Report – Read email information from VB. Most reporting back is done via Basecamp
 - Audit committee has reviewed all reports and approved them. 6 outstanding centers (see list from VB). RI, TN, Iowa, IL, WY will be at meeting, Mt West not at conference. Double check with VB who has been re-invoiced. Regional reps should follow up with those not in attendance.
 - Discussed winter business meeting 2018 location and operation and conference reserves. Victoria Peters mentioned FHWA is looking at other locations and maybe dates.
 - Approved, Rebecca – Carly
 - 2 credits cards/ checks by NLTAPA – Conference Amy B, Operations Victoria B.
- **Items from the President:** Matthew Enders, WA LTAP, President
 - Work Group Chairs (2017-2018)
 - Thank you to the chairs going out, each work group needs a leader
 - Partnerships – Donna/David
 - Pro Dev – Rusty/Kim (need an EC member)

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- TRWG – Steve/Matt C
- Communications – Rebecca / Stephanie C.
 - Carly – website
 - Newsletter was discussed – Also discussed google groups / website
 - Safety – Matt E./ Janet L. / Nicole (NE) (need EC member)
 - Conference – David O / Local Host
- National Survey Brainstorming
 - Matt sent out survey ahead of time. Matt asked for feedback. Some comments were made. Victoria P mentioned they know it was long and this is not the current draft.
- Remaining Centers Needing FFY 2016 Funds
 - VP did not name who they were.
- Region Representative Action Items
 - Center Points of Contact for NLTAPA
 - Partner Memberships (APWA, NACE)
 - Give 2 names to Partnership who will send to CLAS.
- Fall EC meeting
 - Nov 8-9 (1-1/2 days), 7th for Officers – Columbus, OH
 - Includes past president Matt E.
- **FHWA Update:** Victoria Peters
 - SharePoint site up by August – Hoping for a one page sheet on how to register.
 - Membership list and locations will be there. PAR data will be on the site. Can enter data at any time.
 - Calendar will be on the site. Centers will be able to add, but not delete.
 - Trainer list will be moved over from old site.
 - Community of practice page (forum) will be on the site
 - Documents will be on the site (marketing and communications items)
 - Trenette [sic] Ballard on rotational assignment until October working with VP
 - No seminar room yet
 - Questions asked
 - Asking for documents – Nothing yet, but just emails into CLAS for now. FHWA may not be providing publications in the future.
 - LTAP Program Summary
 - Similar to EDC annual report. Will include Build a better mousetrap, success stories,
 - PDF final product being given to FHWA publication affairs for review.
 - RFP for training development
 - Develop training for EDC and other issues
 - Does this have to be a set aside for small business? No answer.
 - Tribal Training Conference will be an RFP in the future
 - Does this have to be a small business set aside? No answer.
 - TTAP RFP is still in process

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- **Work Group Updates**

- Safety WG – Matt – Meetings this weeks. Webinars topics set for 2017-2018
- Professional Development WG – Rebecca – Colleague to Colleague going well
- Partnerships WG – David – Only 2 partners able to show up (NACE/ NTTD). NACE meeting tomorrow afternoon on new safety initiative.
- Training Resources WG – 2 sessions at conference, MOU being updated, may be some misunderstanding on the MOU. Will be following up with NHI.
- Communications WG – Rebecca – Need google groups. Some concerns with what is available.
- Conference Planning WG – Denise – Registration opens at 4 pm. Fee structures needs to be looked at for 2018. 172 total attendance.

- **Region Updates**

- South Central, North Central, Southeast, Northeast, TTAP, Western, Great Lakes, Mid-Atlantic
 - Nothing added

- **Items from the Floor**

- NE looking at hosting in 2019. What is a good airport was discussed?

- **Outgoing/Incoming EC Executive Session**

- **Adjourn**