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TRANSPORTATION RESEARCH BOARD

TRB Executive Committee Meeting

-Draft Minutes-

Wednesday, June 21, 2017, 8:30 a.m. – 4:30 p.m.

Thursday, January 22, 2017, 8:30 a.m. – 11:45 a.m.

National Academies of Sciences Building, Washington, D.C.

For corresponding page references, view the [Agenda Book](#)

- I. Welcome, Introduction, and Overview of Agenda (p. 4) Dougherty**
- A. Bias/Conflict of Interest Discussion (p. 6) Dougherty/Pedersen
- Recognition of committee members rotating off of the committee, new appointments, and reappointments.
 - Meeting attendee list is attached to the end of this document.
- II. Approval of June 22 and 23, 2016 Minutes (p. 8) Dougherty**
- **Approved**
- III. Approval of Consent Agenda Dougherty**
- A. TRB sponsored and co-sponsored meetings
- B. Marketing and Communications Plan Update Marflak
- C. CRP Update Hedges
- D. Conferences and Workshops Brach
- E. Subcommittee on Planning and Policy Review (SPPR) Meeting Minutes Menzies
- F. Resilience Task Force Report Anderson
- G. Public Health Task Force Report Kleiner
- H. Leadership Development Program Update Louard-Clark
- I. Evaluation of the Impacts of TRB Research Activities Norman
- J. Strategic Plan Implementation Dashboard Norman
- K. SHRP 2 Safety Database Update Brach
- **Approved**
- IV. Executive Director's Report (p. 18) Pedersen**
- Neil Pedersen highlighted goals that he met from his performance review in 2016, and future performance goals for 2017 (p. 25)
- V. Financial Issues**
- A. TRB Budget and Reserve Fund Status (p. 28) Pedersen
- Provided an overview of all expenditures for TRB
 - \$90 million estimated for 2017
 - \$60 million for Cooperative Research Program, and the largest comes from State DOTs funding.

- Target: By FY 2021 drawdown reserve fund to 75 percent, and now for FY 2022, the estimated reserve fund will be 68 percent. TRB is working on closing the gap through the Global Affiliate Program.
- Traditional sources of revenue for TRB may change in the upcoming fiscal years, but there are a lot of unknowns in terms of financing from traditional sponsors.

B. New Revenues Taskforce (p. 31)

Bennett

- The New Revenues Taskforce is identifying opportunities for enhancing existing revenue streams and prospective new sources of revenue. The task force provides guidance to the TRB leadership on the potential, viability, and priority for pursuing these revenue streams. It also provides advice on the implementation and sustainability of those revenue streams that are pursued.
- TRB projected a one percent decrease in attendees at the 2017 Annual Meeting. The final numbers were a six percent increase in attendance at the meeting.
- TRB Global Affiliates Package proposal is nearly complete, and will be marketed upon its release.
- Careers in Motion Job Fair, Job Board, along with sponsorship of the TRB E-Newsletter and sponsorship of TRB Annual Meeting receptions will bring in additional revenue.
- Discussion about raising prices and broadening the base: It included a summary of various packages in lower and higher prices geared toward various prospective sponsors (like MPOs or air quality boards).

VI. TRB Global Affiliates Program: (p. 35-36)

Norman

- This program provides organizations with several options for joining TRB at lower and higher price points.
- Current affiliates will be added to the new packages as their previous packages expire. This transition is expected to take approximately one year.

VII. Careers in Motion Networking Fair (p. 37)

Davenport

- Career Fair will take place on Sunday, January 7, 2018 from 10:00 AM – 2:00 PM. The TRB Annual Meeting Welcome Session will follow this event. Registration for non-Annual Meeting attendees is \$50.00. Annual Meeting attendees will have access to the career fair as part of their registration fee.
- The fair is seeking 80 prospective employers or more to purchase tables representing their organizations.
- Contact Patrice Davenport at PDavenport@nas.edu if employers are interested in being represented at the Career Fair.

VIII. International Activities Subcommittee (p. 38)

Brooks

- Developed a mission, vision, and goals with a short term and long term goals for growing international activities.
- For the Executive Committee's Consideration:

- The mission of the Subcommittee on International Activities of the TRB Executive Committee is to provide guidance and support on building, strengthening, and leveraging strategic international partnerships to advance the mission of NASEM and TRB.
- The vision of the of the Subcommittee on International Activities of the TRB Executive Committee is a safe, secure, and sustainable world where knowledge is seamlessly shared, research is cooperatively conducted, and education creates transformative human and institutional capital.
- **Approved with the following modifications: Adding transportation to the vision and mission. Conceptual approval of the mission, with modifications to the vision to make it more specific. The vision will be presented at the Subcommittee on Planning and Policy Review (SPPR).**
- Brooks provided goals that would be finalized between July-September 2017. The goals would be discussed at the SPPR in October 2017. In November – December, draft a 5 year strategic plan for presentation in the January 2018 TRB Annual Meeting.

IX. Diversity and Inclusion Task Force (p. 42) Ford

- The mission of the Diversity and Inclusion Task Force is to facilitate making diverse and inclusive involvement a core value for TRB staff, volunteers, contract awardees, projects and the transportation communities TRB serves. A diverse and inclusive culture will enhance the mission of TRB because it will increase innovation and creativity.
- The task force aims to complete a Diversity and Inclusion Strategic Plan by January 2018 and will present a draft report in the fall with a 45 day period for comment.

X. Break

XI. Critical Issues in Transportation (p.46 and 62) Pedersen/Dougherty

- Critical Issues in Transportation is a document produced every 2-5 years by TRB in advance of an update to its Strategic Plan.
- What does it mean to be a “critical” issue – must be future-focused, multimodal, global, and involves public and private sectors.
- Potential issues could be:
 1. Making the System Safe and Secure
 2. Achieving a State of Good Repair
 3. Automation/Technology/Innovation
 4. Efficient Freight/Goods Movement
 5. Resilience/Climate Change/ Clean Energy
 6. Economic Development/ Growth
 7. Reliability/Congestion Relief
 8. Equity Issues
 9. Governance Issues
 10. Financing/Revenues/Expenditures

- There's interest in making the Critical Issues more "future focused" toward the next 10-20 years.

Ideas from the Executive Committee included:

- Developing a document geared toward a broader, lay audience, similar to the National Transportation Safety Board's Most Wanted List.
 - Others suggested the target audience be students. Outcome should be energizing their intellectual curiosity to contribute to the research discussion.
 - The proposed list had both "means" and "ends," which created confusion.
 - Should the critical issues be ranked in terms of importance (like a top-ten list)?
 - Who is our audience? What outcomes are we trying to achieve with this document?
 - What is the value-proposition?
 - How do we incorporate governance models that are working that include regional and global examples?
 - Some of these critical issues are traditional, but how do we think of the critical issues collectively to solve issues across disciplines?
 - Should this document be used to guide thought-leadership on how to address interdisciplinary issues
 - The final deliverable needs to be electronic in order to link to the things that we've done as an entire institution.
- **The Executive Committee members agreed that consensus was not reached on developing the topics for the critical issues list, and more discussion is needed at the Fall SPPR meeting.**

XII. Lunch

XIII. Transformational Technology Taskforce (p. 69)

Turnbull

- Dr. Turnbull discussed the accomplishments of the task force to date, including upcoming meetings:
 - NASEM/TRB Roundtable Forum: Preparing for Automated Vehicles and Shared Mobility Services: Scoping meeting is coming up in July 2017
 - Automated Vehicle Symposium, cosponsored with the AUVSI on July 11-13, 2017
 - Planned event in 2018: the EU-US Symposium on Cybersecurity.
- A TRB subcommittee on cyber security was developed and outreach is being undertaken to collaborate with other TRB committees, experts across the academies, and executive managers.

XIV. Policy Session on Smart Cities (p. 75)

<http://www.trb.org/Main/TRBExecutiveCommitteeMinutes.aspx>

- A. [Jennifer Weeks](#), Senior Program Officer, Technical Activities Division, Transportation Research Board, provided a briefing on TRB's activities in relation to Smart Cities.

- Four specialty conferences have taken place in 2016-2017
 - [TRB's Cooperative Research Program](#): Framework for CV Pilot and Smart Cities Data Analytics for Policy Guidance (NCHRP Project 20-113)
 - [TRB E-Circular 219](#): The U.S. Department of Transportation's Smart City Challenge and the Federal Transit Administration's Mobility on Demand Sandbox: Advancing Multimodal Mobility and Best Practices Workshop
 - [NCHRP Report 750 Foresight Series](#): Strategic Issues Facing Transportation in Volumes 1-6
- B. [Gordon Feller](#), Founder, Meeting of the Minds; and Cisco Systems Consultant provided an overview of the components that make a smart city, as well as transportation factors within those components.
- C. [Randall J. Bowman](#), Assistant Director of Public Service/Smart Columbus Deputy Program Manager, Department of Public Service, City of Columbus provided an examination of the Columbus experience. He explored what those leading the implementation have learned during the initial stages of deployment and the challenges that Columbus is addressing.
- D. [Adrian Pearmine](#), National Director for Smart Cities and Connected Vehicles, DKS Associates explored the lessons learned associated with the roll-out of intelligent systems in communities inside and outside of the United States, and the partnerships among governments, universities, industries, communities and others that are integral to a smart city success.

XV. Breakout sessions and break for the evening

XVI. Summary of Policy Sessions

Houston/ Dougherty

<http://www.trb.org/Main/TRBExecutiveCommitteeMinutes.aspx>

- A. The rapporteurs summarized the discussions they had in their breakout groups about each presentation, and then discussed TRB's value proposition in relation to guiding the development of Smart Cities.
- B. The Executive Committee Members discussed ways that TRB, given its interdisciplinary and multi-modal focus, may be able to contribute to the development of Smart Cities:
 - As a convening authority, TRB could curate knowledge and best practices or host forums about these issues. The committee discussed the need of regional connectivity to link urban and rural environments.
 - There are questions about ways to manage the data collected from Smart Cities to create a more efficient community.
 - Smart cities involve multiple projects and multiple target outcomes, like enhancing safety, equity, mobility, health, economic opportunities, and de-carbonization. Projects are interconnected and interdependent. Smart city activities are an opportunity for TRB to collaborate with the NASEM and other units.
 - More research is needed to better understand behavior of communities and reactions to smart cities, particularly from an equity perspective.
 - TRB may be in a position to track smart city experiments, communicate lessons learned, disseminate successful applications, and develop a roadmap to becoming a smart city.
 - Explore scalability of the smart city concept: Cities that were not selected were engaged about digitization and achieved a smaller, doable project. In addition, there are opportunities to explore private sector partnerships. The committee members discussed how private funding has been generated to fuel the smart city concept.
 - Executive committee members considered ways to highlight the smart cities concept within future Annual Meeting sessions.

XVII. Future Policy Session (p. 78)

Houston

- **Approved: The Executive Committee selected public transportation as the topic for the January 2018 policy session.**

XVIII. TRB Centennial (p. 84)

Turnbull/Larson

- A. TRB has organized a Centennial Task Force to start planning for TRB's 100th anniversary in 2020.
- B. In January 2018, the task force will deliver a centennial celebration plan.
- C. In January 2020, TRB will celebrate its history in 2020 and future in 2021. Four subcommittees: goals (completed); products; book; marketing and communications plan.

- **Approved: The Executive Committee concurred with the goals and objectives of the centennial that were recommended by the task force.**

- D. Products include a book (to be contracted with a professional author), website, social media, videos, TR News Series, booklets, brochures, roaming exhibit, Annual Meeting exhibit, Gala, keepsake, and logo.
- Estimated cost is \$100,000 plus 1,000+ in staff time.
 - Book geared towards sponsors

XIX. Break

XX. Subcommittee on NRC Oversight (SNO) Update (p. 89) Hanson

- A. The role of the SNO is to ensure that all TRB reports meet NRC standards for objectivity and quality; and to track and promote overall participation of minorities, women, and other underrepresented groups in all TRB committees and panels. Age, gender, geography, race, and ethnicity are dimensions that the NASEM tracks.
- Younger volunteers are generally more diverse than senior volunteers.
 - Younger volunteers are more reluctant to answer the question about race and ethnicity. Only half responded versus 75 percent of older volunteers.
 - Panel and committee involvement of women and minorities have flat-lined, so the Diversity and Inclusion Task Force will be considering a variety of strategies to increase involvement.

XXI. Technical Activities Update: Brach

- A. Dialogue with federal sponsors: Presenters representing ten federal sponsors provided an update on their research portfolios, goals, and challenges. Some themes among the presenters emerged, including:
- Safety
 - Technology and automation across all sectors
 - People and organization (specifically workforce)
 - Process and management: cooperation across modes and entities, private entities, and the need for multi-criteria decision-making.
 - Issues with cybersecurity and drones: Many sponsors are encouraged about TRB's support and coordination.
- B. Transportation Research Record
- Tracking impacts, beyond the impact factor, including downloads and citations.
 - TRB is making improvements to paper quality, including a clarification of guidelines for authors, reviewers, and review coordinators.
- B. SHRP 2 Safety Database Update
- 234 research projects pending, underway, or finished using the data; 196 currently active
 - Spreading information about ways to use the database to other users through a webinar series.
 -

XXII. Marine Board

Brooks

- A. The Marine Board Chair provided an update about the challenges facing the maritime industry, particularly as it's becoming a more freight focused, multimodal topic. The Marine Board provided updates about two of its sponsors, the Maritime Administration and the Department of the Interior. The board chair also provided updates about upcoming meetings.

XXIII. Policy Studies

Menzies

- A. Studies nearing completion:
- Polar Icebreaker Cost Assessment (sponsored by the U.S. Coast Guard) (July 2017)
 - Safe Transport of Oil, Natural Gas, & Ethanol (sponsored by the Executive Committee) (August 2017)
 - Use of Performance-Based Safety Regulation (sponsored by the Pipeline Hazardous Materials Safety Administration) (September 2017)
 - Review of US Department of Transportation Testing of Electronically Controlled Pneumatic Brakes (sponsored by the Federal Railroad Administration) (September 2017)
- B. New studies:
- Propane Pipes Safety and Regulation Study (sponsored by the Pipeline Hazardous Materials Safety Administration)
 - Review of BSEE Offshore Inspection Program
 - Truck Size and Weight Research Roadmap (sponsored by the Federal Highway Administration)
 - Review of Innovative Bridge Research Program (sponsored by the Federal Highway Administration)

XXIV. Young Members Council

Kirley

- A. Organizing sessions on professional development issues
- B. Kirley has seen momentum at the group level this year, as participation and programming has increased.
- C. Highlighting the work of young members with the Outstanding Young Member award

**Next Meeting takes place January 10-11, 2018, Marriott Marquis, Washington, D.C.
June 13-14, 2018 in Woods Hole, Massachusetts**