John called the meeting to order at 10:10 AM with a round of introductions from those in attendance. He also acknowledged members of the International Board of Directors (IBOD) – Ken and Paul.

John then summarized the discussions from the IBOD, Coordinating Council meetings as follows:

1. **Coordinating Council Meeting Summary**

- **IBOD Update (events from October to December, 2009)** from Tom Brahms with additional comments by Paul and Ken:
  - 2009 voting membership increased, albeit by less than 1% which was better than expected. The only major drop-out from public side was Maryland DOT.
  - 2009 publications and webinars included Highway Safety and Planning, and non-technical programs with Podcasts and interviews added.
  - The 2010 Savannah meeting will provide seminars for those attending and via the web.
  - 2010 expectations –
    - Move ITE HQ to Farragut Square on a 15-year lease with two five year extensions possible.
    - Publications expected include: Parking Generation; Transportation Engineering Studies; Traffic Signal Maintenance; Rural Geometrics; Trip Generation Handbook; the MUTCD; and a college level text with John Wiley titled, Introduction to Transportation Engineering.
    - A refereed ITE Journal (one this year then two per year in the coming years).
  - Strategic Plan and Mega Issues – Growing significant focus on international road safety given that there are 1.2 to 1.3 million fatalities per year and 50 times more in life-changing injuries. World Bank plans to allocate 10 percent of its infrastructure funding for safety improvements, training, etc.
  - ITE is looking to the profession for a definition of resources needed to better respond to technical issues raised in the Strategic Plan and Mega Issues, including defined topics and known subject matter experts who can serve as authors and speakers.”The ITE Strategic plan with a three to five year horizon was also referenced.

- **Coordinating Council Update:**
  - Reviewed the action and communications plans for all councils.
During the discussion pertaining to the TCC, employer-based council memberships were discussed with a quick summary on what is being proposed for new members. Support for change was provided from Education Council (Mike Knodler) and Public Agency (Ray Davis for incoming chair Jim Helmer). Based on the vote, Coordinating Council will recommend to the Board that the Institute move forward with an employer-type based membership which would be free of cost in addition to the single technical council offered free with ITE membership. (Note that it appears that this will be a selection by members rather than an assignment/opt-out condition.)

After review of all plans, a statement was made that the plans should include what would be completed in 2010 and which items would extend beyond the year. Once completed, the plans should be adopted by the individual Executive Committees and should be added to the Council website.

The Council Committee assignments should be updated and provided to HQ. The “newsletter editor” line should be expanded as necessary to include other communications functions (such as updates to the Council website).

Legislative Update

- New policy on distracted driving was discussed.
- The Federal Transportation spending bill that ran out October 1 was extended by the House and Senate. The first extension by both the House and Senate was to February 10, 2010. The House has extended the program to September 2010 and the Senate won’t be taking action until next month. The House has also passed a $27 billion package as a new round of stimulus funding with a requirement that states allocate 50% of their share within 90 days. (No Senate action yet.)

No action items at this point. TCC will await reorganization based on Board Action for new model.

2. Committee Appointments

The 2010 Consultants Council Committee Appointments are as follows:
- Policy and Legislative – John Kennedy
- Standing Committee on Ethics – Jeff Arey
- Standing Comm. on Recommended Practices (SCORP) – Don Samdahl
- Technical Program Committee – Amir Rizavi
- Climate Change & Energy Task Force – Hibbett Neel, Don Samdahl and Amir Rizavi
- Don McKenzie would be the District 8 liaison.

Don attended the Climate Change and Energy task force meeting. A summary of the discussions from the meeting is being provided as an attachment (pdf) to the meeting minutes.

Internal Appointments
- Council Communications – Amir Rizavi (including newsletter and web)
- Council Awards Chair – Jeff Arey
- Technical Projects Chair – Hibbett Neel

3. New Business

- Scholarship Process – A new form has been prepared to indicate that this was a one-time award only added. The form is ready for circulation and John will advise ITE HQ about this.
- Model Intern Program – Ken Voight agreed to chair this program. An initial schedule was discussed. The goal is to have an outline for discussion at Savannah meeting which
would be followed by the first draft with teleconference review such that the final draft would be ready for discussion at the Vancouver meeting. The schedule could be affected if it is decided to include Public Agency and Education Councils; however the goal at this point is to try and provide the main document for their review and input.

- As one of the points of reference, John would reach out to previous scholarship winners asking for help on their experiences and what they would like to see from such an internship or co-op or rotation program.

- The next item discussion was the Technical projects effort. There was some confusion as to what exactly the program would involve and how it would be structured. It seems like, in long run, this would result in two different efforts. One effort would establish an “academy” that would carry “credentials” for those completing it. The second effort would involve a series of webinars that would be aimed at smaller consulting firms that deal with issues that are covered through internal training at larger firms. In that case some of the programs that were discussed included: How to make money; How to be a consultant; Communication; Prime/sub relationships; Contract negotiations; Personnel reviews; Ownership transition. The longer range program would include both webinars and face to face sessions with limited number of “students” accepted into program. Face to face sessions could occur during ITE’s Technical and Annual meetings, and possibly in conjunction with TRB week. Hibbett would be the Chair for this effort based on past discussions with assistance from Mike Sanderson and Amir Rizavi. John will talk with Hibbett over next couple of weeks to develop a schedule for this program.

John made a motion to approved Action Plan which was seconded by Amir. The Council made a motion to adopt the Action Plan.

The meeting was adjourned at 11:25 am with the next meeting scheduled for the ITE Technical Conference in Savannah GA, Sunday, March 14, 2010. Time and location are to be decided.
ITE Climate Change and Energy Task Force TRB Meeting
January 10, 2010 2:00–3:30 PM
Draft Meeting Minutes

Attendees
From attendee list attached

Review of December 2\textsuperscript{nd} meeting minutes
The minutes were accepted with no amendments

Status of TRB Research on Climate Change

1. Lou Neudorff provided summary of TRB activities, research needs and recent workshops related to ITS. Items covered included:
   - TRB Special Report 299: \textit{A Transportation Research Program for Mitigating and Adapting to Climate Change and Conserving Energy}. The report covers strategies affecting travel and mode choice, models and decision tools, infrastructure investment options, and infrastructure construction, operation, and maintenance.
   - Overview of Moving Cooler report. ITS America will prepare comments on report. Lou felt ITS benefits understated in the report.
   - More research needed to quantify and understand the potential benefits of ITS and other operational improvements on GHG emissions and the relationship between those improvements and latent demand.
   - Other research needs:
     - Review of existing studies. Why do results vary between them?
     - Identifying the best models / procedures for conducting analyses
     - What is the carbon footprint of ITS (including the footprint of management centers)
     - How can ITS complement EcoDriving strategies?
   - Identify role of ITE in addressing ITS climate change issues. More coordination needed between the committees. Opportunities for coordination include:
     - ITS America
     - ITS United Kingdom - Carbon Working Group – Keith McCabe

2. Group discussion on important climate change strategies including EcoDriving. Also discussed the continued emergence of climate change adaptation issues and research.

Project Status Reports

1. Current Projects
   a. Wiki Update
i. Meghan Mitman discussed status of Wiki. The wiki is currently available for ITE members on the ITE website’s Climate Change and Energy Task Force page (http://www.ite.org/councils/Trans_Plan/climate.asp)
ii. Recommended that task force members start utilizing the wiki to initiate discussions and share data/information.
iii. Request other ideas to improve wiki.

b. Project Reporting Update
i. Content will continue to be integrated with wiki

c. Membership Gap Survey
i. David Hurwitz provided review of survey status. A draft summary report is to be posted on the ITE website. A review is currently being undertaken to identify some of the differences in results between the public and private sector survey participants.

2. ITE Journal / Climate Change Brochure
   a. Jim Helmer provided discussions on the potential article topics for the ITE journal. Potential topics include:
      i. Link between transportation and climate change
      ii. Best practices in transportation sustainability
      iii. Sustainable transportation technology: vehicles and fuel
      iv. Moving goods sustainably
   b. ITE CC&E Brochure status - to be published as ITE Journal paper and on website; value as brochure will then be reassessed

3. ITE Project Proposals
   a. Greenhouse Gas Emissions and Energy Consumption IR: Don Samdahl passed out the draft project form and reviewed the scope of the research proposal. Anyone interested in contributing should contact Don.
   c. General discussion on who is the audience for these project proposals. Important to identify and tailor the proposal and topic to the intended audience.

Brainstorming ITE Council activities on Climate Change and Energy

1. Council representative report on related climate change activities
2. Discussion on projects and communication tools that can help incorporate CC&E into Council and other ITE activities
a. Education Council will reach out to universities to find website resources. Council members can help define and create tools for reaching out to ITE practitioners and elected officials (resources such as ecodrivingusa.com is geared toward general public)
b. Public Agency Council can provide guidance on fleet management, linking buildings/power grid/transport, collecting energy on public lands/ROW, car sharing
c. A definition/glossary could be a useful product.
d. Alan Clayton discussed the important role that students play in ITE membership and activities. Some documents and topics should be geared to providing information to support their understanding of key climate change topics.
e. The Consultants Council will work on integrating CC&E into its Leadership Academy curriculum.
f. Use the Wiki. Continue to share information.
g. Use ITE website and/or wiki to provide a clearinghouse of key climate change related legislation, research, studies, etc.
h. Continue integration of climate change into Bike/Pedestrian and Consultant councils.

3. Identify other topic areas for further investigation
   a. The linkage between transportation and land use in addressing climate change
   b. Collecting energy from the right of way – harvesting energy from the transportation system
   c. Ranking of GHG reduction measures by topic area - what are the 5 best things a city can do to reduce GHG?