**TRB Committee on Transportation and Sustainability (ADD40)
Committee Meeting Minutes
Wednesday, August 7, 2013, noon – 1:30pm (PST)
Sanderling Room, Asilomar Conference Grounds, Pacific Grove, CA**

The meeting convened at 12:20pm.

Participants in the room and on the phone introduced themselves.

**In room**

Joe Zietsman

Damon Fordham

Ralph Hall

Gui Shearin

Donna Day

Tara Ramani

Martin Lee-Gosselin

April Marchese

Mike Chester

David Carlson

Regina Clewlow

Ariane Burwell

Tien-Tien Chan

George Dondero

David Burwell

Lewison Lem

Rebecca Dodder

Giovanni Circella

Jennifer Weeks (TRB)

**By phone**

Seth Stark

Nidhi Kalra

John MacArthur

Todd Litman

Henrik Gudmundsson

Michelle Oswald

Bruce Appleyard

Jo Penrose

Petra Mollet

Ben Saddlebaum

Stephanie Wang

Martine Micozzi (TRB)

Welcome (Joe Zietsman, Chair)

* Joe rearticulated the mission and goals of the committee as stated in the latest draft of the Strategic Plan. The committee has a broad, overarching function and facilitates topic-specific committees in addressing sustainability issues. The defined mission of the Committee is to advance the understanding of sustainability as it relates to the transportation sector, and to facilitate the development and implementation of research addressing transportation sustainability. The goals of the committee are:
	+ Goal 1 - Advance the understanding of sustainability as it relates to the transportation sector
	+ Goal 2 - Develop a research agenda and promote the funding of research projects that further the goals of sustainability
	+ Goal 3 - Effectively communicate and coordinate the committee's role and activities with internal and external stakeholders
	+ Goal 4 - Act as the 'go to' Committee or clearinghouse for TRB on the issue of sustainability
* Joe invited members to provide any final input to the draft Strategic Plan (see ADD40 website).
* Joe thanked April Marchese for leading the new International Subcommittee and volunteering to organize the international conference, planned for 2015.
* Joe thanked Ralph Hall for his work on the Research Subcommittee, and for the new analysis he has done on committee interconnectedness.
* Joe mentioned the workshop that ADD40 is planning for the Sunday of the 2014 TRB Annual Meeting - Reconciling Transportation and Air Quality Planning to Promote Sustainable Development. Thanks to Rich Baldauf for taking the lead.
* Joe reminded members and friends that the subcommittees are “where the action is” and that all members and friends are encouraged to get involved in the work of the subcommittees.

Updates from the Vice Chair (Damon Fordham)

* Damon provided a brief report on the 2013 Annual Meeting and thanked the new and returning members and friends for their energy and enthusiasm.
* Damon asked the committee if it made sense to have more regular meetings by phone or web conference (quarterly?) and most folks agreed it would be nice to have more contact between the Annual Meeting and mid-year meetings.
	+ ACTION: plan to hold quarterly phone or web meetings at appropriate times during the year based on TRB paper submittal, review, and session planning milestones.

TRB updates (Martine Micozzi)

* TRB had a delegation from the EU doing a scanning tour on sustainability in July.
	+ ACTION: Martine will send the presentations.
* TRB received 5200 papers this year. TRB is still assigning papers to committees.
* Paper review requests will be sent by committee paper review coordinators in mid-August.
* The 93rd Annual Meeting will be held in Washington, D.C. at the Washington Marriott Wardman Park, Omni Shoreham, and Washington Hilton hotels from January 12-16, 2014.
* The 2015 Annual Meeting will move to the Walter E. Washington Convention Center.

Communications (Nidhi Kalra)

* Website updates have been made – for example, new subcommittee information.
* The LinkedIn group is growing but still relatively new.
	+ ACTION: Members and friends are encouraged to join the group at: [ADD40 Transportation and Sustainability](http://www.linkedin.com/nhome/nus-redirect?url=http%3A%2F%2Fwww%2Elinkedin%2Ecom%2Fgroups%3Fhome%3D%26gid%3D4718068%26goback%3D%252Enmp_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1%26trk%3Dgrp-name&urlhash=neOg&trkToken=action%3DviewGroup%26pageKey%3Dmember-home%26contextId%3Dbe0d8beb-e2ea-4cd5-9296-f35a64d659b6%26isSponsored%3Dfalse%26distanceFromViewer%3D0%26aggregationType%3Dnone%26isPublic%3Dtrue%26verbType%3Dlinkedin%3Ashare%26activityId%3Dactivity%3A5775246200525582336%26isDigested%3Dfalse%26isFolloweeOfPoster%3Dfalse%26actorType%3Dlinkedin%3Amember%26feedPosition%3D1%26actorId%3Dmember%3A11021401%26objectId%3Dgroup%3A4718068%26rowPosition%3D1%26objectType%3Dlinkedin%3Agroup)
* The Communications Subcommittee is considering ways to facilitate access to sustainability-related papers.
* Permissions for sending emails via the two ADD40 email distribution lists was discussed.
	+ ACTION: Hold a later call to determine who has permission to email which groups.

Paper Review (John McArthur)

* Papers are due Aug 1.
* We should expect more papers to review than last year (22).
* Paper review requests will be sent in mid-August.
* Paper reviews are due Sep 15, but earlier reviews are preferable in case some reviews are not undertaken and further requests have to be sent out.
* Sessions need to be identified by Oct 1 after paper reviews are completed.
* Papers can be recommended for publication (usually about 20-25% of the papers).
* There are 122 people in the review pool based on previously-completed surveys (thank you!). More reviewers are needed. This is a key duty of members, and friends who support the committee with paper reviews are prioritized for membership during committee rotation.
	+ ACTION: Friends and members should respond to the survey John previously sent out to provide their areas of expertise: [https://portlandstate.qualtrics.com//SE/?SID=SV\_06xXcQjF4TQ8Cot](https://portlandstate.qualtrics.com/SE/?SID=SV_06xXcQjF4TQ8Cot)
* John asked for 2 people to help review paper abstracts and match to the review pool areas of expertise. Gui and Jo Penrose volunteered.

Session planning (Tien-Tien Chan)

* Podium and poster sessions for the Annual Meeting will be based on the papers submitted.
* ADD40’s workshop proposal was accepted for the Sunday of TRB: Reconciling Transportation and Air Quality Planning to Promote Sustainable Development. Thanks to Rich Baldauf for taking the lead.
	+ ACTION: Tien-Tien requested reviews of the current workshop proposal and solicited ideas for possible speakers. See the workshop proposal previously sent by Tien-Tien on 8/7/13. Please email Tien-Tien directly at t.chan@fehrandpeers.com.
	+ John M. indicated that some of the papers we received might relate and could be combined into the workshop.

International Activities (April Marchese)

* International Activities Subcommittee was formed after the 2013 Annual Meeting. The Subcommittee has gained members (including several from Europe and one from Asia) and had an initial dialogue. April previously distributed the summary on 8/5/13. The subcommittee focuses on the global and international aspects of sustainability and transportation, and seeks to promote broader international research and dialogue on these issues by:
	+ Sharing knowledge on sustainable transportation practices from around the world;
	+ Identifying topics that would benefit from international research collaboration, and facilitating joint research efforts on these topics; and
	+ Promoting international membership and participation in ADD40
* ACTION: April invited feedback on the objectives of the subcommittee.
* One of the primary and most important activities of the subcommittee will be organizing a conference in the Spring of 2015. The conference proposal has been approved by TRB. The proposal included the following conference objectives:
	+ Problems of transportation and sustainability which are common to many nations, providing an opportunity to showcase state of the art solutions that can be applied in the U.S. and other countries.
	+ Issues of sustainability and international relations that arise when transportation modes cross country borders.
	+ Issues of global sustainability related to transportation that can only be addressed by the collective action of many nations, including developing nations that might currently lack the necessary knowledge or research capacity to act effectively.
	+ Best practices of local transportation solutions, ranging from neighborhood and community levels to regional and mega-regional levels
* We are hoping for broad participation across TRB committees and external stakeholders.
* The conference will likely be held at the TRB Beckman Center in Irvine, California, in the Spring of 2015. [UPDATE: following the meeting, May 5-7, 2015 are being tentatively held].
* ACTION: members and friends are invited to contact April to assist with conference planning at April.Marchese@dot.gov.
* ACTION: anyone interested in helping to sponsor the conference, or with suggestions of possible sponsoring organizations, should contact April at April.Marchese@dot.gov.
* Jennifer Weeks indicated that the APTA Sustainability Committee may be interested in partnering or co-sponsorship.

Sustainable Transportation Indicators (Todd Litman)

* The subcommittee has been coordinating with the TRB Task Force on data.
* Todd provided a summary of the sessions the subcommittee organized at the 2013 Annual Meeting.
* Efforts by the subcommittee to develop a teaching curriculum related to sustainable transportation indicators have waned.
* Todd has seen a bit of a decline in participation in recent months.
* Todd is considering bringing in a co-chair or replacement chair for the subcommittee.
* Bruce Appleyard indicated interest in helping.

Research (Ralph Hall)

* Ralph presented his prior Research Needs Statements Analysis at the Annual Meeting.
* Ralph has since been working with Tom Sanchez on a Social Network Analysis of TRB committees. Shows co-memberships of various committees. Covers formal links between members of ADD40 and other committees (not friends, unfortunately). ADD40 has formal links to 15 other committees through our members’ membership of those committees:



* The mega-analysis shows connections across all committees. Shows two distinct clusters of committees (social/behavioral vs. engineering/technical):



* ADD40 is ranked 4th in terms of “betweenness”:



* Social Network Analysis conclusions:
	+ ADD40’s mission aligns well with its current position in the TRB committee network
	+ ADD40 should nurture a collaborative approach to research – “bridge” the two TRB clusters
	+ ADD40 members/friends can advance the research portfolio by building on existing connections – e.g., with ACD20 and ABC30
	+ ADD40 members/friends can help fill “collaboration gaps” – longer-term strategy
* ACTIONS:
	+ Members and friends can review the research statements Ralph previously analyzed and work with the other committees to update or delete.
	+ Members and friends can identify research ideas they would like to promote and work with other committees to develop them (research ideas should be based on our Strategic Plan goals – follows the “back to basics” approach being encouraged by TRB). Strategic engagement with other committees will help us be successful in generating useful research.
	+ Ralph to work with Donna Day to look at her list of liaisons and see how it relates to the Social Network Analysis.
* Ralph will be adding a research page to the ADD40 website in the next month or so.

Roundtable updates from the floor / Any Other Business:

* The International Affairs Subcommittee will meet jointly with the Research Subcommittee at the 2014 Annual Meeting.
* An idea for a “resiliency” subcommittee was discussed. Joe and Damon will consider and discuss with other related committees and the climate change Task Force.
* Gui mentioned his work on behavioral issues. Rather than recommending a new, separate subcommittee, he will likely plan to work with the International Affairs Subcommittee and the Research Subcommittee.

The meeting closed at 1:34pm.