**TRB Committee on Transportation and Sustainability (ADD40)
April 16, 2012 9:00 a.m. – noon
Coral Room, Westin San Diego**

**MEETING MINUTES**

* Chair Joe Zietsman commenced meeting with welcome followed by introductions in room and on phone. About 20 people in the room and about 18 people on the phone.
* General announcements by chair -
	+ Committee rotations – worked with Damon and Martine – rotation proposal submitted.
	+ Committee has to rotate 9 members off
	+ Limits are 25 members, 4 young, 5 international.
	+ Looked at members who have been on committee for the longest and who are not currently in leadership positions.
	+ High demand/applicants wanting to join committee.
	+ Rotation will be finalized in next week or two.
	+ TRB denied request for 5 additional members.
	+ Encouraged those interested to stay on as friends.
	+ Martine – even if you are not a member you can volunteer on subcommittees and paper reviews, etc. Best way to lay foundation for future membership.
	+ Joe – encouraged participants to visit the website ([www.trbsustainability.org](http://www.trbsustainability.org)) and join as a friend.
	+ Main focus of today’s meeting – strategic plan (item 4 on agenda) as well as deciding on call for papers, etc.
* Martine – TRB staff report
	+ Annual meeting – Jan 13-17, 2013.
	+ ADD40 should begin planning to organize workshops, call for papers, paper review process
	+ Friends can also review papers – John Macarthur will send requests in August for reviews, 1-month review period, final program in Oct 1
	+ 4300 technical papers last year
	+ Theme for 2013 – “Deploying Transportation Research: Smarter, Better, Faster” – broad topic
	+ July 31 – deadline for Sunday workshop proposals; can do half or full day workshops or partner with other committees. Need to fill out a form. Anyone registered for annual meeting can attend – more practitioner-oriented.
	+ Cross-cutting sessions – with other committees outside section – will not count against points.
		- Mary Raulerson – Mgmt and Productivity Committee – trying to be more multimodal, to be more efficient, interested in teaming with sustainability committee and bike/ped and transit committee for a joint session.
* Committee business –
	+ Damon – recap of annual meeting and went over the minutes.
		- Googlegroups - sign up to join friends list (<http://groups.google.com/group/trbsustainability-friends-and-members/> )
		- Minutes were approved.
	+ Communications subcommittee – Nidhi not present, but Damon mentioned that updates are being made to the website and other communications tools investigated.
	+ Research – research subcommittee chair – new member identified for this role, Ralph Hall of Virginia Tech.
		- This committee can address the questions of whether we are heading toward sustainability (holistic perspective) and how does transportation contribute.
		- Strategic effort to link with other committees and support their sustainability work.
		- TRB RNS database – has many topics relating to themes of sustainability
		- Connection with Rio+20 – can follow up based on agenda that results from it.
		- Discussed connection with strategic plan and broad range of potential topics.
		- Need to engage other committees doing work on sustainability.
		- Members/friends in attendance made following points:
			* Not to get tied up in the broad vision versus needing the broad perspective to get context about where to invest or target sustainability
			* Need to look at environmental and financial sustainability in strategic plan - for example, carbon credits example.
			* “Rolling approach” – change theme over time as it becomes relevant, may be a way to focus attention given limited time and resources.
	+ Paper review subcommittee – John MacArthur.
		- Tied to session planning and annual conference.
		- Last year over 20 papers, John will distribute to members and friends for review
		- macarthur@pdx.edu – email John if interested in volunteering to help.
	+ Indicators Subcommittee – Todd Litman
		- Been discussing projects and assembling workgroups
		- The most active workgroup is assembling sustainable transportation indicators curricula for university courses – to develop a recommended syllabus.
		- Process for indicator selection – also been discussed, not yet formed a group.
	+ Liaison reports
		- Mike Savonis – Climate change joint subcommittee -
			* Met in January at TRB, not meeting in summer or having calls for papers
			* FTA report by Tina Hodges is a useful resource.
			* Lewison Lem (Chair) – would like to work with ADD40 on calls for papers, workshops, etc. for next annual meeting, though they don’t have credits to contribute.
			* Martine – workshops don’t require credits to organize, and may be a good option.
		- John Macarthur – health and transportation joint subcommittee
			* First meeting at 2012 annual meeting
			* Eloisa Renault is chair.
			* Lots of interest in the topic. Considering a workshop at 2013 Annual Meeting.
			* Call for papers posted, so we can keep that in mind for our session planning.
		- Donna – mentioned bridge committee co-sponsor request.
		- Tien-Tien – asked Martine for clarification regarding sponsoring of subcommittees’ calls for papers – Martine suggested reserving 0.3 points at a minimum to support the subcommittee.
* Strategic Planning Session – facilitated by Donna Day
	+ Martine – provided overview of the TSP process – new leadership at committee and some of comments give us a start on how to identify our priorities
	+ Donna provided overview of outline.
		- 1500 word limit – want to me a limited document, with appendices if needed.
		- 1-3 year and 4-7 year horizon for issues that are identified
		- Mission & Scope – need to hone down and make precise. Main focus of today’s discussion.
		- Plan – will be developed later based on issues identified
		- Review schedule – draft due by December 15, 2012 to group leadership
		- Committee was established in 2005 – roots in subcommittee and task force
		- Mission – reiterate previous discussion
			* Aiding high level understanding
			* Developing research agenda
			* Providing clearinghouse
		- Members’ comments:
			* Defining sustainability/working definitions are important
			* Sustainability – can be overarching, scope can contain details fleshed out
			* It is our responsibility to develop consensus of what sustainability is, but also need to look at implementation and application
			* Livability aspect needs to be addressed - indicators subcommittee defines livability as more localized impacts, “community” level or aspect – example health, water and air quality etc
			* Joe – emphasized taking fresh look without looking at the existing mission and scope – can help us reframe what is important.
			* More traction with the term “community” versus “social equity”
			* Todd – emphasized committee needs clear definitions of various terms.
			* Gui – need language that reaches broad variety of groups
			* Damon – make it “crisper” and more specific
			* Original intent of committee was as an “umbrella” committee to help coordinate
			* Tien-Tien – our committee should look at what others are doing, and fill gaps or identify emerging issues.
			* Owen – distinguish policy and practice – do we lose the aspect of application and knowledge transportation – if we develop and promote a research agenda, that will capture the application.
			* Dissemination and practice – all TRB committees should be involved with this.
			* Recognize the role of performance indicators in the high level
			* Deb Nelson – outreach to committees not traditionally involved with sustainability to provide guidance.
			* Policy and process indicators
		- Donna – talked about introducing goal level to link scope items to strategies and actions.
		- Section 2 – Future outlook - drivers between 1-7 years (emerging critical and cross cutting issues) - Brainstorm by committee, ideas generated:
			* Demographics – of users, aging society, language and ethnic diversity, demographics of decision-makers, user fees and impacts
			* Social media, stakeholders, etc.
			* Being able to respond to changing travel demands and community needs. Changing concerns or other factors such as community values
			* Communication technologies
			* Short term – economic issues are also relevant
			* Sustainability of services provided by transportation agencies – stable funding, strategic planning, etc.
			* Martine pointed out – Management and Leadership section addressed many of the agency-level issues, so it is not committee’s core focus areas
			* Translate outcomes of high-level meeting (such as Rio+20) to be relevant to our committee
			* Cross-cutting theme of choice, resilience, providing more choice to create intermodal/interconnected systems.
			* “low hanging fruit” – bringing people together is a short term opportunity, as we still have unconnected systems with lack of options.
			* “understanding the client” – understanding sociological issues behind travel choices
			* Often DOTs assume how we travel and our choices will be the same as in the past
			* Travel demand – reflection or output of attitudes, values and infrastructure or the system . Consumer and community values
	+ Any thoughts on the strategic plan – can be emailed to Joe, Damon and Donna for follow up.
* Session planning and call for papers – facilitated by Tien-Tien Chan
	+ Notes sent out previous day via email
	+ Aim is to narrow down call for paper and session ideas
	+ 1-2 board topics on call for papers potentially. Need to get it out ASAP since it is already open and to allow time for responses.
		- One topic could be in response to **Indicators** subcommittee and Todd’s work
		- Suggested second topic
			* **Behavior**
			* Case studies/practitioner focus
		- John Macarthur – align strategic plan with sessions and workshops
			* Suggested a workshop with joint subcommittee on climate change
		- Damon – shaping the research agenda is also a key role. How problem statements are generated etc . Martine provided overview of how problem statements can be generated and moved through the CRP process or other means.
			* Funding through TRB or develop a general repository where others can identify and fund.
			* NCHRP – can go through FHWA, AASHTO or State DOTs – more support can increase chances of funding
			* Other CRPs – any individual can submit.
		- Goals from strategic plan we want to reflect in our call for papers/sessions:
			* **Behavior** –related call for papers
				+ Consider working with transportation demand management committee as qualified reviewers are needed as well.
			* Mike Savonis – seconded notion on **performance measurement** and a **structural framework for sustainability** and also mentioned:
				+ **Environmental analyses**, including those in NEPA process – what can we learn from these analyses but in a more comprehensive manner – air quality, GHGs, climate change, etc
				+ **Climate change adaptation** – is also an area with new research and becoming more integrated with hazard assessments
				+ **Economic and social impacts of climate change**
		- Suggestion for Ralph – **survey of sustainability state of practice** and understanding of what practitioners are doing.
		- Damon – asked whether we need to cover the definition of sustainability as much, since there is a lot of work being done already on this topic, including recent and ongoing NCHRPs
		- Gui – offered to coordinate with other groups on the behavioral topic calls for paper. Joe suggested a joint workshop instead as a possibility.
		- Damon – there are parallels between safety and sustainability. **How can sustainability practitioners learn from safety practitioners**?
		- Next steps - Todd, Gui, Mike to send Tien-Tien draft call for papers or concept write up, with some thoughts about co-sponsoring.
		- Other co-sponsoring opportunities mentioned
			* Health subcommittee
			* John- pointed out need to accommodate general papers that the committee may receive
			* Todd – workshop or session on best international practices for **data collection**. Martine pointed out that similar workshop done few years ago. Focus on proposed workshop would be more international.
			* Martine pointed out need to be judicious in co-sponsoring workshop to avoid conflicts or concurrent sessions co-sponsored by the committee.
			* Ralph – data - **public agency data versus private sector** or individual data
			* George Dondero – discussion with Henrik Gudmundsson on research ideas on **triple bottom line indicators** for projects and to look at “high value” and proxy indicators. Will forward topic to Tien-Tien.
			* Mikhail Chester – **transportation life cycle analysis** presentation at APA meeting – how do we implement LCA into planning and policy – there is demand for assistance in this area. Chris Liban, Bill Eisenstein were fellow panelists. Transportation economics committee may be interested as well.
		- Tien-Tien will follow up with individuals who proposed ideas and committee will be engaged on workshop planning.
* Chair thanked everyone for participation and asked for final remarks.
	+ Rich Weaver from APTA - workshop on sustainability. Deadline for abstracts until April 20. More information at APTA website. Workshop is August 5-8 in Philadelphia.
	+ George Dondero – overview of STARS work - this was presented at APA.
	+ Sam Salem - announcements sent regarding sustainability/engineering.
* Meeting adjourned at 12 pm.

**Other actions/things to explore:**

1. Ensure Nidhi is connected to the TRB “Communication Coordinators” group
2. Ensure Tien-Tien is trained in the TRB session planning online submission system (training webinar is available).
3. Ensure John MacArthur goes through the current paper reviewer pool listed online and:
	1. verifies email addresses (e.g. send a preliminary notification email to all and see which bounce)
	2. pulls names of interested parties from the survey we did prior to rotation process
	3. surveys the friends list to gather more names?
	4. tries to develop areas of interest/expertise among the reviewer pool

**APPENDIX – Meeting Agenda**

**TRB Committee on Transportation and Sustainability (ADD40)
Committee Meeting Agenda
April 16, 2012 9:00 a.m. – noon
Opal Room, Westin San Diego**

*Held as part of the 9th National Conference on Transportation Asset Management*[*www.TRB.org/Conferences/AssetManagement2012*](http://www.TRB.org/Conferences/AssetManagement2012)

Remote participants can join via GoToMeeting by clicking on the following link:

<https://www1.gotomeeting.com/join/574323072>

You can speak/listen using your computer’s microphone and speakers (VoIP – a headset is recommended), or use the following conference call line with your telephone:

Dial: (805) 309-0012

Access Code: 574-323-072

Meeting ID: 574-323-072

Audio PIN: Shown after joining the meeting

1. Welcome and introductions (Joe Zietsman) – *10 mins*
2. TRB updates (TRB representative) – *5 mins*
3. Committee business – *30 mins*
	1. Approval of January meeting minutes (Damon Fordham)
	2. Subcommittee updates (focus on items that need attention of, or requiring input from, full committee)
		1. Communications (Nidhi Kalra)
		2. Paper Review (John McArthur)
		3. Research (TBD)
		4. Sustainable Transportation Indicators (Todd Litman)
	3. Liaisons to other committees
		1. Climate Change joint subcommittee (Mike Savonis, liaison)
		2. Health and Transportation joint subcommittee (John MacArthur, liaison)
		3. Other brief updates (Donna Day)
4. Strategic plan discussion (Joe Zietsman and Donna Day) – *90 mins*
	1. Review TRB requirements for strategic plan
	2. Review prior strategic plan
	3. Driving forces for committee
	4. Incorporate elements of “accelerating the committee” discussion, i.e. ways to leverage members’ and friends’ energy and enthusiasm and harness social networking tools
	5. Next steps
5. Topics for session planning and call for papers (Tien-Tien Chan) - 30 mins
6. Roundtable updates from the floor (1 min/person max) -10 mins
7. Any other business – 5 mins
8. Closure