

SECTION 305 NGENC Executive Board

MINUTES

FEBRUARY 7, 2012 NOON EASTERN

CONFERENCE CALL

FACILITATOR	<i>Bill Bronte, Chair, S305 NGENC Executive Board</i>
ATTENDEES	Board Members: <i>Bill Bronte, Mario Bergeron, Alan Ware, DJ Stadtler, Paul Nissenbaum, Eric Curtit, (Eric also as proxy for George Weber, IDOT), Ray Hessinger, John Sibold, Ron Adams, also as proxy to Joe Kyle</i> Support Staff: <i>Steve Hewitt, Dale Engelhardt, Nancy Greene, Nico Lindenau, Ryan Swick, Ken Uznanski, Dave Warner, Jeff Schultz, Larry Salci, Gordon Hutchinson, Gary Talbot, Stan Hunter</i>
ABSENTEES	Board Members: <i>George Weber – as noted, was represented via proxy, by Eric Curtit, Kevin Lawson, Tammy Nicholson, Pat Simmons, Joe Kyle – as noted represented, via proxy, by Ron Adams,</i> Support Staff/Observers: <i>Whitney Phend, Drew Galloway, Robin McCarthy, Rich Slattery, Shayne Gill, Andy House, Tim Hoeffner, John Tunna, Leo Penne, Shayne Gill, Andy House, Kevin Kesler, Chad Edison, Jeff Gordon, David Ewing</i>

DECISIONS MADE

Welcome – Mario Bergeron, Vice Chair, S305 NGENC Executive Board:

Vice-Chair Mario Bergeron opened the meeting in the temporary absence of Chairman Bronte, who was stuck in traffic. Mario was to Chair the meeting until Mr. Bronte was able to call in.

Roll Call – Steve Hewitt, Manager, S305 NGENC Support Services:

Steve Hewitt took the roll of Board members and support staff. After calling the roll, it was determined that a quorum was present.

Approval of the Minutes of the January 24, 2012 Executive Board Conference Call– Bill Bronte:

On a motion by Eric Curtit, MODOT, and a second by Ron Adams, Wisconsin DOT, the Minutes from the January 24, 2012 Executive Board call were approved without objection.

Agenda Items

Review of Action Items – Steve Hewitt:

Steve Hewitt reviewed the status of action items from the January, 24, 2012 Board call. All members received the update in advance of the call, and they are attached to these minutes. Most were to be addressed during the call as agenda items, and for the sake of time, Steve briefly reviewed those that were not on the agenda and noted that the full list of the status of action items was attached to these minutes and had also been distributed in advance of the call.

Of note: Eric Curtit, Chair of the newly created Structure and Finance Task Force (SFTF) reported that a conference call among himself, Steve Hewitt, Al Ware and David Ewing took place on February 6, 2012. The purpose of the call was to review a proposed member list, to schedule a first call of the task force and set a regular meeting schedule. It was agreed that the proposed member list compiled by Steve Hewitt would be used as a starting point for invites to the first call. It was also agreed that the task force would meet bi-weekly on Monday's at 3:30pm Eastern, beginning on February 13, 2012 and continuing every other Monday thereafter. It was also agreed that the task force would benefit from having two vice chairs. Eric Curtit agreed to reach out to Tim Hoeffner, Michigan DOT and Ron Pate, Washington DOT to ask if they would agree to become vice chairs of the task force. Both expressed interest and will follow up with Eric on their decision. Steve Hewitt will send a conference call notice out to all those on the draft member list.

Also of note: Ken Uznanski explained the need for all NGENC states to follow Federal guidelines for using discount air service and for per diem rates. Complete Federal per diem guidelines are posted at <http://www.gsa.gov/portal/content/178805>.

At this point, Bill Bronte joined the call and resumed as Chair of the meeting.

Status: Accessibility Issue – Mario Bergeron:

Mario Bergeron provided an overview of the discussions that took place on the most recent call of the Technical subcommittee (January 26, 2012) in regards to the Board's motion.

On January 26, 2012, the Technical subcommittee discussed "how best to move the motion forward and satisfy the Board's mandate". Mario reiterated that the "Technical subcommittee is the technical advisor to the Board and does not address policy."

Mario asked Steve Hewitt to read the motion that had been approved by the Board on January 24, 2012 for purposes of clarification for today's discussion:

"The Executive Board asks the Technical subcommittee and the Accessibility Working Group to re-examine lift capacity and dimensions as well as dimensions for access to the car and to provide recommendations to the Executive Board for no action or changes for the bi-level specification. The Technical subcommittee will report back to the Executive Board for action on its (the Executive Board's) February 7, 2012 conference call".

Mario continued by noting "the initial draft Accessibility recommendations had been distributed to the Technical subcommittee and the Accessibility Working Group", and that the subcommittee had agreed that any changes to accessibility provisions in the bi-level specification will "be processed in the form of Revision C" along with changes being prepared from the RFI comments received.

Mario noted that there are a significant number of RFI related changes (or DCRs) being processed now – approximately 70 – and "with the accessibility DCRs we will add about a dozen more" all of which will need to be reviewed by the Technical subcommittee as part of its process.

He continued, "The Accessibility working group took the initial draft document, reviewed it, and produced a sort of 'white paper' of issues and some changes." Mario referred the Board members to his email (from February 6, 2012, and the attachments provided as a part of that email). The attachments included; the 'white paper' cover letter; the proposed recommendations with changes; and a proposed revised Requirements document. This third attachment is "consistent with the proposed Accessibility changes. "The mandate from the Executive Board", Mario explained, "comes in the form of a Requirements document." Therefore, if changes are to be made, they need to also be made to the Requirements document.

Mario went on to say that "the action from the Technical subcommittee to the Board is to say that we've made changes, and those changes need review from the stakeholders. (stakeholders specifically refer to the Access Board, USDOT, and Amtrak ADA office) There is a need, by the Board, to review the material that has been provided (on Feb 6th) in order to lock in the requirements"

Mario stressed, "time is of the essence", and because there are 70 + 12 or more DCRs to be completed, "we may want to ask the Technical subcommittee to process DCRs in a parallel effort so as not to delay things. The work of the subcommittee must be guided by a clear scope and mandate for inclusion in the specification."

Mario concluded by saying, "we believe this is a way forward."

Bill Bronte replied that he agreed with the recommendation to proceed in parallel so as not to delay the process. He did, however, raise an issue that had come up only recently. Bill explained that "California is under a consent decree on access issues... the California Office of Civil Rights has some concern over liabilities in the absence of rule making". They have raised concern that the Department (Caltrans) may be liable if they make changes without rule making.

Bill encouraged all states "to have their civil rights offices discuss this, and Amtrak as well." He noted that having a "fleet of one kind of equipment and adding a different kind of equipment with different accessibility may be an issue". He suggested that all states "see if your civil rights offices are ok with moving forward on this without rule making in place."

A question to be considered is; if the disabled 'are unable to use a particular consist, would they (Caltrans or the states) then need to retrofit the entire fleet". Bill again suggested the Committee moves forward, but states "should do due diligence."

Stan Hunter, Caltrans, added that "In the absence of a legal requirement to advance regulations, the assumption (by California's civil rights office) is we'll be the subject of a law suit based on having various types of equipment." Stan added that there is a need for a transition plan to be developed in the absence of legislative changes or pending legislation. "There is", Stan commented, "a weakness in defending the legality and

budgeting. The Department (Caltrans) does not have funds available for changes unless a compelling reason is available". He added that "legal exposure to the Department is an issue in regards to how to handle retrofitting existing equipment."

Stan recommended that the changes "be moved into a proposed rulemaking to make changes that give states sound footing and some protection."

In response to the view that the DCRs for the bi-level specification (regarding accessibility) move forward, Stan stated, "I hesitate to put DCRs into the process until the Executive Board has voted to approve these changes or not. It is difficult to pull DCRs out once they are in." He suggested "we hold the DCRs pending Executive Board approval".

Bill Bronte disagreed with this suggestion and stated "we should continue with the parallel process, but the states should have the discussions with their legal and civil rights offices". He reiterated "continue on a parallel basis."

Ron Adams, Wisconsin DOT, asked FRA "if we modify and provide better accessibility than the current rules call for, would it require a letter of facilitation from FRA."

Gary Talbot, Amtrak, said it was a good question, but, "I do not believe you need the letter – there is no need for it if you are going beyond the minimum."

Melissa Shurland, FRA, agreed to take the action of going to the Office of Civil Rights to look into this and to report back to the Executive Board.

Mario Bergeron emphasized the difficulty for the technical subcommittee in "moving and adjusting text of the specifications." He added, "the take away is to move parallel, but with clarity and a deadline for the Executive Board to obtain input from stakeholder to lock in the requirements." (Stakeholders again referred to the Access Board, USDOT Secretary's Office and Amtrak ADA)

Paul Nissenbaum agreed, "sooner, rather than later, the Executive Board needs to weigh in on this....when can the Board weigh in – what would be the timeline?"

Bill Bronte responded, "I think the states need to check with their civil rights offices – and we move, as if, but find a way to pull the string due to liabilities if that is the case."

DJ Stadtler noted, "from a common sense standpoint, it seems ironic" to face liability for making changes that go beyond minimum requirements and are "better than in compliance". He added, "wouldn't this be seen as a good faith effort?"

Gary Talbot added, "no one has ever been sued for doing more than the minimum."

DJ added, "it just seems to be a common sense approach". He noted that Amtrak currently has consists that have different accommodations in many areas not just accessibility, such as; having two different sleeper accommodations.

Paul Nissenbaum added "it is a challenge, in general, when you are creating a new fleet – it is a challenge for any of the equipment improvements."

Stan Hunter responded to the issue of potential law suits. "We have had substantial law suits on ADA for mixed facilities with greater and meeting regulations."

Stan asked, "The FRA updates, on a regular basis, safety and operations regulations, is this something that might result in a change to ADA? The Access Board says no, I say, why not."

Gary Talbot answered, "the rail portion of accessibility guidelines is being re-written now. Specifically, lift requirements are under review now – guidelines will happen, and then the enforcers will step in."

Gary continued, "we do have new research that was not available in the early 90's. Equipment and population are growing and the current regulations (for 600 lbs) are too small."

Melissa Shurland noted, "the reason our report (draft recommendations) is as it is, is that we (the Accessibility Working Group) do not have the authority to make changes – this authority belongs to the DOJ (Department of Justice)."

Paul Nissenbaum commented, "the practical issue is procurement needs to get out quickly, and waiting on a NPRM is not practical." He went on to add that it is not reasonable to develop next generation equipment

expected to be used for 50 years, without improving accessibility.

Bill Bronte weighed in once again stating, "I appreciate the input received today, and I believe we should move forward with the changes in parallel."

Gary Talbot reiterated "nowhere does it say you cannot go beyond current regulations – they are minimums. Keep in mind all major transit carries 800lbs in their vehicles. We do not need a NPRM to do it."

Stan Hunter responded, "I am not saying we need a NPRM to go beyond, but to bring the existing service up to par, we need a NPRM. Having the knowledge out there that we are moving to a NPRM helps in defending the transition document."

Gary Talbot added, "if you talk about retrofits, some cars are not going to be doable. So, often in rulemaking, there is no rule to bring it up to par. There are mixed fleets all over the place."

Bill Bronte emphasized, "let's continue to move forward on the DCRs, but I encourage all to look at Caltrans as to liability law suits, where it is like a cottage industry. Having a mixed fleet with no funding to retrofit the fleet is an area of particular concern."

Bill then asked, "Is there a consensus of the Board?"

Mario Bergeron added that it was important to "review the requirements proposal", distributed earlier, "and provide a quick reaction back to the Technical subcommittee."

Paul Nissenbaum asked, "would it make sense for the FRA to obtain input on the draft document and return the results to the Executive Board in a week?" He added that "for the proposed specification changes, FRA would need to review what is being proposed and connect back to the Board."

Mario Bergeron emphasized, "we need support for a quick turnaround – maybe we need an interim call" before the next Executive Board meeting which is the Annual Meeting February 23, 2012.

Paul Nissenbaum replied, "it seems reasonable". He then asked Melissa Shurland if she could take that on and she agreed. Paul commented, "Ok we'll take the action to review and comment on the recommended changes" He added that "we'll try to get input from the full universe here."

Ray Hessinger, NYSDOT, then asked if the proposed recommendations (in 1.2.1), and cover letter can be revised from "exceptions to ADA" to read, instead, "exceed the minimums of ADA". Melissa Shurland agreed to make that revision.

After some further discussion it was agreed that there would be a "special" call of the Executive Board at 1:00pm Eastern on Tuesday February 14, 2012. Steve Hewitt will send out a reminder/notification of the call. There will be primarily one issue on the agenda – resolving the Accessibility issues and providing a clear scope and mandate to the Technical subcommittee.

A summary overview of the actions/follow ups on this issue are:

- Bill Bronte and all of the states will follow up on the Civil Rights issues raised to the Board's attention today.
- The Executive Board generally agrees that the Technical subcommittee should keep moving forward with the DCRs as related to Accessibility, in parallel, while the Board is reviewing the draft documents and determining the direction/mandate to give to the subcommittee.
- The FRA will solicit comments from the "universe" of stakeholders - meaning the Access Board; USDOT; and Amtrak (ADA) in regards to the proposed changes to accessibility requirements.
- The FRA (Melissa Shurland) will reach out to the Office of Civil Rights and to the Legal Office in regards to the issue of liability.

On February 14, 2012, the Executive Board will hold a conference call to get feedback on the items, as described, and will provide a clear scope and direction to the technical subcommittee as to how it should proceed. It is expected that the solicitation (or survey) of stakeholders by the FRA will result in the FRA providing the Board with recommendations as to how to proceed.

Review: NGEN Current Expenses and status of current budget and Budget and Work Plans 4-1-12 through 3-31-13 – Ken Uznanski:

Ken Uznanski reported that the review of the current budget expenditures is being compiled – and has taken a “little longer than anticipated, due to Amtrak’s restructuring” which has led to changes in those who provide support to Ken in preparing the Quarterly Grant report. Ken expects to have a summary to the Board by Monday, February 13, 2012.

Ken also reported that the 4-1-2012 thru 3-31-2013 budget and work plans “will be all fleshed out this weekend”, and will be sent to Steve Hewitt for distribution on Monday, February 13, 2012. The intent is to have the Board review the budget and work plan items, and to come to agreement in advance of the Annual meeting on February 23, 2012 at which time the Board is expected to vote to adopt the proposed budget and work plan.

Ultimately, it was agreed that the Budget and Work Plan will be an added agenda item for the “special” Executive Board conference call now scheduled for Tuesday, February 14, 2012 at 1:00pm Eastern.

Status: Change Management during Procurement procedures – Bill Bronte:

In the absence of Jeff Gordon FRA, Dave Warner reported that there is a Change Management during Procurement process “draft” being produced. Dave agreed to send the DRAFT, as it is so far, to Steve Hewitt for distribution following today’s call. Dave noted that it was not imperative that the document be finalized and/or voted on by the Annual Meeting. Time wise it will be ok to vote on it after February 23, 2012.

Review: Joint Procurement Task Force (JPTF) meeting – 1/17-18 – 2012 – Chicago – Paul Nissenbaum:

Paul Nissenbaum provided a brief overview of the JPTF meeting that took place in Chicago, Illinois on January 17 and 18, 2012. Paul described the meeting as “productive” and noted that it “surfaced a whole set of issues.” He added that “progress has been made” on the issue of materials being circulated among the procuring states, but “there are still some things to work through”. He cited issues such as the RFP and Source Selection as examples of some of the things still needing to be addressed.

Paul recommended that the meeting (conference call) schedule for the JPTF be revised. He suggested that the “core group” of the JPTF (Procuring states and FRA) meet weekly and the full JPTF meet once a month. The current schedule calls for bi-weekly calls of the full JPTF (every other Wednesday at 12:30pm Eastern).

The Board agreed that a weekly call of the core group made sense with the full JPTF meeting once a month. Beginning next Wednesday, the **core group will meet every Wednesday at 12:30pm Eastern**. The **full JPTF** will meet in 4 weeks on Wednesday, March 7, 2012 at the same time. The Board agreed that this will be a trial schedule for the next several months and will be open to modification if needed. Steve Hewitt will send a notice of the schedule change to all JPTF members.

Review: of draft agenda for the February 23, 2012 Annual Meeting – Bill Bronte:

Bill Bronte reviewed the draft agenda for February 23, 2012 and asked for input from the members on the call.

It was agreed that there will be an overview report from the FRA and from Amtrak on the agenda, as currently noted. DJ Stadler agreed to find an Amtrak representative to provide the Amtrak report; and Paul Nissenbaum agreed to name a speaker to provide the FRA report.

DJ Stadler is unavailable for the Annual Meeting, but Gordon Hutchinson, Amtrak’s acting CFO, will provide the Treasurer’s report and the report from the Finance subcommittee.

Steve Hewitt and Leo Penne will provide a brief report on website changes that are currently underway.

The Accessibility Working Group report will remain as a placeholder on the agenda, pending the outcome of the “special” Board conference call to be held on Tuesday, February 14, 2012.

A final agenda will be firmed up just prior to February 23, 2012. Steve Hewitt will make all last minute changes to it, and bring final copies with him to be inserted into the meeting packets.

Depending on the status of the Structure and Finance Task Force’s efforts to constitute itself, there may be time needed on the agenda for a brief update from the SFTF chair Eric Curtit.

Feedback from FRA Re: Engaging the press at the Annual Meeting – Paul Nissenbaum:

Paul Nissenbaum reported that discussions were still taking place at FRA in regards to press engagement during the Annual Meeting. No clearance has been given at this point, but Paul agreed to see if he can “move it along”.

It was noted that the meeting is open, so press can certainly attend, the primary issue is will there be press availability before or after the meeting and how can/should that be handled, and what is the message.

Update: Registrants for the Annual Meeting – Steve Hewitt:

Steve Hewitt reported:

The current registration count for the Annual meeting is 91 – of which 59 are members of the industry. We do have a quorum – 12 of 14 Board members will be present and 2 will be represented either by proxy or a designated representative.

The FRA needs to determine its designated voting representative at the meeting as many FRA senior staff are not available that day. (Paul Nissenbaum will let Steve know who the FRA voting member will be for this meeting)

If anyone has a presentation that they wish to send out as a hard copy to be included in the meeting packet – it needs to go to Steve Hewitt (shewitt109@aol.com) by February 10th. In most cases power points are not handed out in advance. The practice has been to post them after the meeting and distribute them electronically. All who are using power points are asked to use the NGECC template and to have your presentation on a thumb drive. Andy House from AASHTO is scheduled to run the power point projector etc.

Lunch will be on your own, and AASHTO will provide a list of local restaurants in the immediate area around the hotel. There will be coffee and beverage services throughout the day.

Name badges will be provided, and a registration desk will be set up to register and get your meeting packet and badge.

Review: Website changes/improvements – Leo Penne/Steve Hewitt:

Steve Hewitt reported:

Last week Steve went to Washington, DC and met with AASHTO staff in regards to various NGECC support service issues. One item addressed was the website. It was agreed to make a series of changes designed to allow the user to navigate more easily through the NGECC section. Thus far, we have consolidated all NGECC pages under one section, and have reorganized and updated the various links contained in the site. AASHTO staff is looking at the possibility of setting up an NGECC twitter account so that our followers would receive updates as they are posted.

To be continued...

Status: Developing framework for handling meeting requests and letters to the Board – Al Ware:

Al Ware reported that the Administrative task force is expecting to have a proposal for Board consideration at the Annual Meeting. Jeff Gordon, FRA, has agreed to draft a strawman process for task force consideration on its next call (February 17, 2012). Al urged all task force members to participate on the call, so that a proposal to the Board can be finalized and approved out of the task force.

Other – All:

The February 7, 2012 Executive Board call adjourned at approximately 1:00pm Eastern.

The JPTF will revise its schedule of regular calls. Beginning on February 15, 2012, the JPTF core members will meet weekly (Wednesdays at 12:30pm) and the full JPTF will meet once a month on a Wednesday at 12:30pm Eastern. Steve Hewitt will send out a calendar of these meetings to JPTF members covering the next two months or so.

At the NGEC Annual Meeting Leo Penne and Steve Hewitt will provide a brief overview of website changes/improvements being made to the NGEC website.

All handout materials for the Annual Meeting must go to Steve Hewitt by February 10, 2012 in order to be included in the meeting material packets.

Dave Warner will provide Steve Hewitt with the DRAFT, Change Management During Procurement Process document, as it is so far, for distribution following today's call.

ATTACHMENTS



S305 NGEC Executive Board Conference Call

February 7, 2012

11:30 am- 1:00pm Eastern

Call in number: 866 299 7945 passcode: 1601544#

Agenda

- | | |
|--------------------------------------------------------------------------------------------|----------------------------|
| 1. Welcome | Bill Bronte |
| 2. Roll Call | Steve Hewitt |
| 3. Approval of Minutes from January 24, 2012 | Bill Bronte |
| 4. Review of Action Items | Steve Hewitt |
| 5. Status: Accessibility Issue | Mario Bergeron/Dave Warner |
| 6. Review: Current expenses – status of current budget | Ken Uznanski |
| 7. Status: NGEC Budget and Work Plans for 4-1-12 through 3-31-13 | Ken Uznanski |
| 8. Status: Change Management during Procurement procedures | Jeff Gordon/Dave Warner |
| 9. Review: Joint Procurement Task Force meeting 1/17-18 - Chicago | Paul Nissenbaum, |
| 10. Review of draft agenda for the February 23, 2012 Annual meeting | Bill/ Steve |
| 11. Feedback from FRA Re: Engaging the press at the Annual Meeting | Kevin Kesler |
| 12. Update: Registrants for the Annual Meeting | Steve Hewitt |
| 13. Review: Website changes/improvements | Leo Penne/Steve Hewitt |
| 14. Status: Developing framework for handling meeting requests
and letters to the Board | Al Ware |
| 15. Other | All |

Attachment

Status of Decisions/Action Items from 1-24-12 Executive Board Conference Call as of 2-6-12
Budget items for 2012-2013 and the 2011-12 grant agreement modifications will continue to be an agenda item until resolved. All chairs are to provide Ken Uznanski with further information describing proposed consultant work plans and cost estimates with deliverables included. Ken will provide Bill Bronte and Steve Hewitt with the material he needs to complete the budget. Steve and Bill will "nudge" the chairs. The intent is to have a budget complete and finalized in advance of the February 23, 2012 NGEN Annual Meeting. On agenda
Eric Curtit, Missouri DOT was appointed Chair of the newly created Finance and Structure Task Force. He will now set forth a plan to organize the task force and set a call schedule. Status: Steve Hewitt to schedule call with Eric, David and Al to discuss member list and call schedule. See note in this agenda updating the status of this effort.
Members agreed that a process needs to be developed to track and monitor contracts. Outlook and Microsoft Project were mentioned as possible tools to utilize for tracking, but nothing definite was decided at this point. This will be an agenda item for the Board to consider at some point. Most likely, a recommendation should come through the Administrative Task Force and the Finance subcommittee. (carryover item)
Revision B, Chapter 12 with the change recommended by Larry Salci and approved by the Review Panel was adopted by the Board. Revision B in its final form will be sent to Steve Hewitt for posting to the website by the end of the day. (January 24, 2012) Task Complete – Rev B is posted to the website in two forms – complete document and individual chapters.
The revised preliminary report on change management during procurement is being reviewed by Caltrans legal and procurement offices. On agenda
The Administrative task force will develop a recommended framework to address industry letters, requests to meet with the Executive Board etc. Kevin Kesler will provide Alan Ware (and Steve Hewitt) with proposed language for addressing industry approaches to individual states. The Administrative task force expects to provide a proposal to the Board at the February 23, 2012 Annual Meeting. On agenda
Ken Uznanski and FRA will provide AASHTO with a description or definition of "discount airfare" for the purpose of providing better clarification of guidelines for state reimbursement for travel. Ken Uznanski explained the need for all NGEN states to follow Federal guidelines for using discount air service and for per diem rates. Complete Federal per diem guidelines are posted at http://www.qsa.gov/portal/content/178805.
Subcommittee and task force chairs are to provide Ken Uznanski with estimates of expenses anticipated for the remainder of this budget period to help Ken and DJ Stadtler in preparing a financial report for the February 23, 2012 NGEN Annual meeting. On agenda
Kevin Kesler will provide Steve Hewitt with the document/draft report of the AWG on Accessibility recommendations and the Access Board draft by the end of the day – January 24, 2012. Task Complete
Kevin Kesler will provide Steve Hewitt with a revised draft of the Accessibility document as soon as it has been revised. Task Complete – sent out February 6, 2012
The Technical subcommittee and the AWG will re-examine lift capacity and dimensions as well as dimensions for access to the car and to provide recommendations to the Executive Board for no action or changes for the bi-level specification. The Technical subcommittee will report back to the Executive Board for action on its (the Executive Board's) February 7, 2012 conference call. On agenda
Bill Bronte will contact Tim Hoeffner of Michigan DOT to see if he has interest in becoming an NGEN Executive Board member, providing another state can be also found and added to keep the number of state members odd for voting purposes. Status: This remains an open item.
Steve Hewitt will send out the preliminary DRAFT agenda for the February 23 rd NGEN Annual Meeting to all Board members and Industry participants. Task Complete – to be reviewed on this call.

The Administrative Task Force will provide a draft proposal for engaging with press at the Annual Meeting. The proposal will go to all Board members and to Kevin Kesler. Kevin will discuss with FRA public affairs and will also ask them for ideas of how to best engage the press. **Status: Admn TF provided minimal input to Kevin and requested guidance from FRA – On agenda**

It was agreed that the current NGEN Executive Board Officers will be the slate of officers presented for nomination to new two year terms at the February 23, 2012 Annual Meeting. **Nothing new to report here.**

The FRA will define the accessibility questions to be addressed and share them with the Executive Board. The FRA will capture the questions to be answered. **Status: ?**