

AGENDA

Regional Transportation Advisory Council – Membership Committee Meeting

Wednesday, November 9, 2011

2:00 – 2:45 PM

State Transportation Building, 10 Park Plaza, Suite 2150, Boston, MA

1. FFY 2011 Advisory Council Membership Review – *Monica Tibbits, Committee Chair; and Mike Callahan, MPO Staff (15 minutes)*
2. Direction for New Member Outreach – *Monica Tibbits, Committee Chair; and Mike Callahan, MPO Staff (15 minutes)*
3. Voting Status of MPO Members on the Advisory Council – *Monica Tibbits, Committee Chair*

**Membership Committee Meeting
November 9, 2011**

The RTAC Membership Committee met on Wednesday, November 9, 2:00 PM in the CTPS Conference Room. Attending members included: Richard Canale, Lexington; Steven Olanoff, RTAC Chair; Monica Tibbits, Committee Chair; Steve Rawding, MassDOT Aeronautics; Laura Weiner, Arlington; Brian Kane, MBTA; and Pam Wolfe, Mike Callahan, and David Fargen, MPO staff.

David Fargen was introduced as the new MPO staff manager for the Advisory Council.

Directions for new member outreach:

Members discussed their wish that membership reflect a broad base of transportation related interests. The Advisory Council would like more voices at the table. Staff was asked to reach out to particular groups of interested parties, including: businesses, regional transportation advocates and other transportation coalitions, transportation providers, transportation equity (EJ) organizations, universities, hospital and health care facilities, as well as JARC and New Freedom funding recipients. Some of the groups identified for outreach included the Livable Streets Alliance to address areas of livability and sustainability, MassInc, T4MA, the Environmental League, T-Riders Union, and the Conservation Law Foundation, Alternatives for Community and the Environment.

For areas of environmental interest, the Massachusetts U.S. Green Building Council was mentioned. It was suggested that groups which focus on land use or community development interests be considered. (Some members suggested community development corporations and neighborhood initiatives might bring interesting views to the discussion. Other members thought their missions and areas of interest were not regional enough and that they should not be invited.) State agencies such as MA DEP and EOEEA should be included in the outreach. Staff was instructed to develop a longer list of possible entities to reach out to and to present this to the Membership Committee.

Membership Review:

The Committee Members want to take action to rejuvenate current members who are not active participants. They discussed reaching out to current Advisory Board Members with a personal phone call in order to try to encourage active and regular participation. Members who are not attending regularly could be asked why they are not attending. Staff was asked to contact members for this purpose. Staff will note the reason (s) the entity hasn't been attending and if it is because the current designee is no longer available, will encourage another to be appointed. Staff will prepare a list of the benefits of being an active member for use in these conversations. It was suggested that the current by-laws be checked for percentage attendance requirement and that the Advisory Council try to implement a policy of compliance.

After Staff's initial outreach, the Advisory Council Vice Chair and Membership Committee Chair will hold an additional conversation to encourage active participation.

Two tables were presented by staff (attached). Table 1 identified "Percentage of Meetings Attended" while Table 2 pointed out members who attended no meetings over the last year. This table will be used in contacting members for follow-up phone interviews.

Voting Status and Conclusion:

Committee Members discussed the voting status of MPO Members on the Advisory Council and wondered if attendance would be curtailed if MPO members are not given a vote. No resolution on this matter was reached and discussion will be continued to the next Membership Committee meeting.

Members agreed that meeting programs and timely topics are a reliable way of stimulating attendance and participation and that the Advisory Council would benefit from ramping-up outreach activities.

Staff Tasks:

- Staff will update contact information for members who have not attended meetings in the past year
- Staff will conduct telephone interviews with members who have not attended meetings. Reasons for not attending the meetings or any obstacles that the members may have will be discussed during the interview
- A table of the entity, the representative, and notes on the discussion will be created and sent to the committee chairperson for her observations and input.
- Where applicable, names for the new contact person will be added to the list

Adjourn: 2:55 P.M.

Memorandum

To: Advisory Council Membership Committee

November 9, 2011

From: Mike Callahan, MPO Staff

Re: FFY 2011 Advisory Council Membership Review

This memorandum presents information about the participation of voting Advisory Council members in federal fiscal year (FFY) 2011, which ended on September 30, 2011. The Advisory Council held ten meetings in FFY 2011. Attendance is summarized by the two tables below. Table 1 shows the percent of meetings attended by voting Advisory Council members attending at least one meeting in FFY 2011. Table 2 shows the last meeting attended by members that did not attend a meeting in FFY 2011.

Of the 57 voting members, 38 attended at least one meeting (67%) and 26 attended at least 50% of the meetings (46%).

Table 1.

Percentage of Meetings Attended	Members
100%	Arlington, Boston Society of Architects, SWAP, Westwood
90%	Marlborough, MassDOT-Aeronautics, Wellesley
80%	MAGIC, MassRIDES, Millis, Neponset Valley Chamber of Commerce, Quincy, WalkBoston
70%	Massachusetts Bus Association, MassBike, Riverside Neighborhood Association
60%	128 Business Council, Acton, American Council of Engineering Companies, Boston Redevelopment Authority, Needham, Seaport Advisory Council
50%	Eastern Massachusetts Freight Rail Coalition, MASCO, National Corridors Initiative
40%	Medfield, MoveMassachusetts
30%	Boston Society of Civil Engineers, Cambridge, Massachusetts Motor Transportation Association
20%	AACT, Association for Public Transportation, Belmont
10%	Brookline, Canton, Lexington, Revere

Table 2.

Members that Attended No Meetings in FFY 2011	Last Meeting Attended
MassCommute	October 2011
Wayland	October 2009
MetroWest Growth Management Comm.	May 2010
APA-Mass Chapter	November 2009
Inner Core	September 2009
Natick	June 2009
Division of Energy Resources	October 2008
Cape Ann Transportation Authority	June 2008
South Shore Coalition	February 2008
Association for Commuter Transportation	October 2006
DCR	June 2006
Construction Industries of Mass.	April 2006
EOEEA	April 2006
Weymouth	March 2006
TRIC	November 2005
Executive Office of Elder Affairs	Prior to FFY 2006
Joint Legislative Transportation Comm.	Prior to FFY 2006
North Shore Task Force	Prior to FFY 2006
North Suburban Planning Council	Prior to FFY 2006