

Date: Wednesday, October 5, 2016

Attendees: Christos and Lori, RI; Karen Miller, MoDOT, Matt Hardy, AASHTO, Deanna Belden, MN; Lori Richter, WI; Matt Haubrich, IA; Scott Young, CO; Daniela Bremmer, WA; Imad, MS; Nicole Katsikides, MDOT; Susanna Hughes-Reck, FHWA; Jessie Jones, AHTD; ?? CT; ?? UT; ?? NJ; ?? OK; ?? TX; ?? HI

1. Charter Approval - Christos
  - Charter was approved and we are ready to move forward with contract in place between AASHTO and RI
2. Straw Man Budget – Matt and Christos
  - Current commitments at \$590,000 with \$309,000 ready to spend
  - Reviewed money allocated to 3 major areas and revised amounts per discussion:
    1. TPM Information Clearinghouse
    2. TPM Knowledge Development - this is our primary task
    3. TPM Knowledge Transfer
3. Reviewed Draft Scope of Work – Matt and Christos
  - Bid on both Clearinghouse and Gap Analysis first at \$275,000
  - Can we piggyback off TAMP website and leverage it to add new sections for Performance Management and Risk Management
4. Meeting Logistics:
  - Members to meet 6 times per year with one in person in conjunction with another conference, e.g. Cincinnati next year; Set up meetings every other month for 2 hours; 1<sup>st</sup> Wed of every other month at 2:30 (Oct, Dec, Feb, Apr, June, Aug)
  - TAC to meet 4 times per year – once a quarter stay on the phone an extra half hour
  - Christos suggested meeting monthly for Nov and Dec to get things rolling
5. Action Items:
  - Matt to draft Statement of Work for Clearinghouse and Gap Analysis and email to members for review by next week
  - Matt to schedule next calls on Wed Nov 2, Dec 7, Feb 1, 2017, etc.