

2021 TEA Business Meeting Minutes

Via Zoom Conference, 3:30 - 4:45 PM CST, September 23, 2021

- **Call to Order**

- 1st George Macdougall; 2nd Chris Pivik
- All in favor of opening meeting

- **Roll Call**

- **States in attendance:**

Arkansas	Idaho	Iowa	Kentucky	Louisiana
Maine	Minnesota	Mississippi	Missouri	Nebraska
South Dakota	Tennessee	Texas	Wyoming	

- **Reading and approval of minutes from last meeting**

- Discussion
 - Chris Pivik read minutes

- **Treasurer Report**

- Discussion
 - George Macdougall:
 - The TEA/PUG gives the host state \$10,000 seed money. In the past years the host state has always given more than the seed money back to the state. There was only one year that the host state did not give back the entire seed money back.
 - A best estimate for what the TEA/PUG currently holds (after 2 virtual conferences) is around \$15-20k based.
- Motion:
 - No motion taken

- **New Business**

- By-laws. Should the by-laws be posted to the web-site?
 - Discussion:
 - George Macdougall suggested we post the minutes online as well.
 - Motion:
 - Agreed to post bylaws and minutes online; None opposed.
- Do we want to add additional board members? *(The current board thought it would be helpful to have the additional members to provide feedback and participate in the planning of the*

conference. This also would give them experience without taking on the challenge of an officer.).

- Discussion:
 - Would like to add 2 additional positions
 - Elijah Gansen -- possible conference committee members?
 - These members would oversee the conference with direction from the board. The board members would be responsible for the agenda.
 - Would help with a transfer of knowledge from year to year.
 - Nancy Sannes - thought we should poll to see how many people would be interested in attending in person.
 - Motion:
 - Elijah Gansen 1st, Chris Pivik 2nd, all in favor of adding 2 members. None opposed.
- 2022 Conference Option.
 - Do we want to team up with the Technical Committee of Cost Estimating (TCCE)? (*The first and last day would be separate meetings but the 2nd day would be for presentations and a joint effort between the two groups.*) (*The TCCE conference is for 3 days.*)
 - Discussion:
 - The TCCE would have a private meeting the first day, then their 2nd day would share with the TEA for presentations. Then the TEA would have their private meeting.
 - Valerie Svensson -- 2022 TCCE/COD (Committee on Design) were supposed to have combined meetings in August, date and location TBD.
 - TCCE would alternate years meeting with COD and TEA (even years, COD; odd years, TEA)
 - Most DOTs might not allow 2 separate trips.
 - Due to COD meeting on even years, the TEA Committee would be on its own during the even years.
 - Elijah Gansen -- clarified that the TCCE meeting is usually 1.5 days.
 - Everyone was in favor of having the TCCE discuss this further.
 - Danica - would the TCCE be interested in vendor presentations?
 - Val - TCCE would really like to hear from vendors,
 - Elijah was a little hesitant due to a conflict with AASHTOWARE.
 - Val - It may be beneficial to have the alternating years for TCCE/TEA combo meetings because of the vendor conflicts.
 - Danica - keep a TEA only day to allow vendors to present.

- None opposed

- Half Year TEA Meeting with everyone. Do we want to have a smaller meeting in about 6 months, March 16? If we have it would it be best to have a full day or 2 half days.

- Discussion:

- A half year meeting would not be a TEA Board meeting, so voting would not be allowed due to bylaws
 - This could be a seminar
- Alan Ellis - Recalls a 3-4 hour session going over an example estimate, creating teams with presentations on each of their approaches.
- Nancy Sannes - possibly keep an eye out for a great topic, then if found, it could be brought up to the TEA Board via email to discuss holding a presentation.
 - Will address if someone has something that they feel would be beneficial to the group.

- Topic left as discussion... no motions

- Should the TEA create a Newsletter?

- Discussion:

- Anyone interested in putting it together or reading it?
- Nancy Sannes - newsletter is included in the TEA bylaws
 - Could we remove this from the bylaws?
- Possibly add links to the website as an alternative to the newsletter?
 - This idea had a lot of support.
 - Any TEA members who find interesting resources, post a link to the website.
 - The board will look into maybe sending notifications on training and articles that are brought to their attention.

- **Election of Officers**

- Past Chair
 - Danica Stovall-Taylor
- Chair
 - George Macdougall
- Vice - Chair
 - Nicole Coronado
- Secretary
 - Chris Pivik

- Treasurer
 - Fred Schunke (WI)
 - was initially discussed at the meeting. He was not present, so it would be proposed to him and the TEA Board would be notified yea/nay.
- Committee Member 1
 - Nancy Sannes
- Committee Member 2
 - Mitch (Stephan) Ball possibly added as a board member
 - TEA Board would be notified yea/nay.
- Motion:
 - Elijah Gansen 1st, Nancy Sannes 2nd; all in favor of accepting the above nominees. None opposed.
- **Adjournment**
 - George Macdougall 1st, Chris Pivik 2nd; all in favor of closing the meeting! None opposed.