

**Committee Meeting Agenda**  
**TRB ANF20: Committee on Bicycle Transportation**  
**January 23, 2007 7:30 – 9:30 pm**  
**Hilton Georgetown South**

<b>Time (min)</b>	<b>Item</b>	<b>Lead Person</b>
7:30	3 1. Introductions	All
7:33	1 2. Overview of agenda	Jennifer Dill
7:34	1 3. Committee Business: Approval of minutes from 2006 Midyear meeting	Jennifer Dill
7:35	2 4. Annual Meeting: Paper review process	Lisa Aultman-Hall
7:37	1 5. Annual Meeting: Human Factors workshop	Gihon Jordan
7:38	1 6. Annual Meeting: Bike tour	Jennifer Dill
7:39	10 7. Committee Activity: Subcommittees Report from joint meetings and proposal for reorganization	Jennifer Dill
7:49	3 8. Committee Activity: Committee Web site	Jennifer Dill, Craig Raborn
7:52	5 9. TRB Staff Report (may be moved to accommodate Rick's schedule)	Rick Pain
7:57	5 10. TRB Strategic Plan: Provide Any Additional Input Into the Updated TRB Strategic Plan Objectives and Action Plan  More than half of the TRB standing committees, task forces, Sections and Groups provided input into the updated TRB Strategic Plan in response to our August survey. <i>ACTION ITEM: Determine if your committee has any additional comments</i> The Draft is included in the Reports/Materials document.	Jennifer Dill
8:02	15 11. Research Problem Statement Process How does it work? How is the Committee involved?	Martin Guttenplan
8:17	15 12. Committee Activity: Identification and discussion of issues the committee would like addressed through research.	Jennifer Dill
8:32	15 13. Presentation: 2005 Philadelphia regional bicycle travel survey	John Madera
8:47	5 14. Committee Activity: Committee Liaisons (establishing and reports) Pedestrian Committee: Cara Seiderman and Bob Chauncey Task Force on Context Sensitive Design/Solutions: Cara Seiderman	Committee members
8:52	3 15. Committee Activity: Research ideas for students Following up from our midyear meeting, Libby has volunteered to lead this effort.	Libby Thomas
8:55	5 16. Report: FHWA (Full report included in the Reports/Materials document)	John Fegan
9:00	3 17. Report: NHTSA (Full report included in the Reports/Materials document)	Paula Bawer

9:03	2	18. Report: TCRP Report 95 "Traveler Response to Transportation System Changes" Handbook Chapter 16 "Pedestrian and Bicycle Facilities	Richard Pratt
9:05	3	19. Report: AASHTO Technical Committee on Nonmotorized Transportation (Full report included in the Reports/Materials document)	Dwight Kingsbury
9:08	5	20. Report: PBIC	Charlie Zegeer
9:13	3	21. Report: NCUTCD	Richard Mouer
9:16	2	22. Report: Pilots Working Group (Nonmotorized Pilot Communities)	Billy Fields
9:18	2	23. Reports: ITE Pedestrian and Bicycle Council (Full report included in the Reports/Materials document)	Matthew Ridgway
9:20	2	24. Committee Activity: Plans for 2007 Midyear Meeting. Options include: Before/after AASHTO Non-motorized committee meeting June 18-19, Lake Tahoe, Nevada 3rd Urban Street Symposium June 24-27, Seattle, Washington TrailLink2007 (Rails-to-Trails), August 8-10, Portland, Oregon Others??	Jennifer Dill
9:22	5	25. Committee Activity: Plans for 2008 TRB Meeting	Jennifer Dill
9:27	3	26. Committee Activity: The future of the ped/bike video theater at the Annual Meeting	Jennifer Dill
9:30	??	27. Announcements	All
9:30		28. Adjourn	

## From the **TRB TECHNICAL ACTIVITIES LEADERSHIP GUIDE 2007**

The functions of committees are to:

1. Keep the members of the transportation community apprised of research through:
  - a) Sponsorship of paper and conference sessions at TRB Annual Meetings,
  - b) Special committee-sponsored conferences and workshops,
  - c) Informal networking,
  - d) Responses to requests for information, and
  - e) Referrals to other experts.
2. Stimulate research by:
  - a) Developing and publishing research problem statements (see [Appendix D](#) for format), and keeping them up to date
  - b) Submitting research problem statements (through TRB) to the Cooperative Research Programs (see [Appendix K](#) for schedule) and other research organizations as appropriate, and
  - c) Defining and publishing critical issues and research needs.
3. Synthesize research and develop state-of-the-art reports through:
  - a) Sponsorship of special workshops and conferences,
  - b) Compiling special bibliographies,
  - c) Publishing compendiums of special papers, and
  - d) Periodically recommending through TRB staff topics for inclusion in the NCHRP and TCRP Synthesis series (see [Appendix K](#) for schedule).
4. Recommend papers for consideration for TRB-sponsored awards.
5. Cosponsor special activities and provide liaison with other TRB committees and with other transportation-oriented agencies in the United States and in other countries.
6. Conduct periodic strategic planning, including self-evaluations of scope and activities.
7. Upon request, serve or nominate others to serve as members of project panels and committees in the other Divisions of TRB.
8. Encourage diverse participation, including students, young professionals, minorities, and professionals from countries outside of the U.S.

Following are some of the available tools to carry out these functions:

1. Publications (newsletters, circulars, directories, papers),
2. Communications (e-mail, online discussion groups, electronic mailing lists, teleconferencing, committee web pages),
3. Workshops, conferences, meetings,
4. TRB's web-based research needs statements database
5. Organizational (subcommittees, friends), and
6. Questionnaires, TRIS searches.

### Duties of Committee Members

TRB standing committee members play a vital role in facilitating the exchange of transportation research information and results. The committee members work together to develop research problem statements in their area of interest, review and recommend papers for publication and for presentation at TRB Annual Meetings, and organize Annual Meeting sessions as well as committee meetings, workshops, and other activities as listed below. Committees are made up of individuals who hold a variety of opinions on issues of concern to the profession. It is important to keep in mind that TRB

standing committees and their members are **not** authorized to speak on behalf of TRB or to provide advice to government agencies or other organizations. Members must therefore exercise caution to avoid creating the impression that the committee or any of its members represents TRB, a TRB committee, or can commit TRB to a course of action. Guidelines for new committee members are included in [Appendix M](#).

The duties of committee members are to:

1. Assist in the review, summarization, and evaluation of available research findings on specific problems;
2. Assist in the preparation of committee reports;
3. Prepare problem statements of needed research;
4. Make recommendations to the committee Chair concerning needed research within the committee's scope and in other areas;
5. Advise the committee Chair and TRB staff of appropriate research that comes to their attention;
6. Assist in the preparation of reports and/or bibliographies on current practices;
7. Review papers and other documents referred to them;
8. Offer their own papers for presentation and publication by TRB and encourage others to do likewise;
9. Assist in planning and developing committee-sponsored sessions at the annual meeting, conferences and workshops;
10. Participate in committee meetings through in-person attendance or by teleconference when unable to travel to the meeting;
11. Answer committee correspondence and keep committee officers and TRB staff advised of their current contact information;
12. Serve on task forces of the Group or Section at the request of the Group or Section Executive Board; and
13. Perform other functions as requested by the committee Chair.