

**2005 ANNUAL BUSINESS MEETING
MANCHESTER, NEW HAMPSHIRE
MONDAY, AUGUST 29, 2005
(4:30-5:30)**

The meeting was called to order by Chairperson Barbara Wessinger of South Carolina.

The following states, representing a quorum, were in attendance:

Alabama	New Hampshire
Florida	Ohio
Kentucky	Oklahoma
Louisiana	South Carolina
Minnesota	Tennessee
Mississippi	Texas
Missouri	Utah
	West Virginia

- Treasurer, Juanice Hagan of Florida, presented the 2005 Treasurer’s Report which was approved unanimously. A copy of the report is attached.
- There were no Old Items of Business to be discussed.
- The following New Items of Business were discussed in detail:

(1) **Election of Board of Directors:** The floor was opened for nominations for the Second Vice Chair seat that was vacated when Brenda Grady retired from North Carolina DOT. The members voted for Jimmy Isonhood, Mississippi DOT as Second Vice Chair. The following represent the NAHBA Board of Directors:

Chair:	Barbara Wessinger (South Carolina)	2002 – 2006
Vice Chair:	Lyle McMillan (Utah)	2003 - 2007
Second Vice Chair:	James Isonhood (Mississippi)	2005 - 2009
Past Chair	Mitch Surret (Oklahoma)	2004 - 2008
Host Chair:	Kerry Yoakum (Ohio) (nonvoting)	2005 - 2006
Sec-Treasurer:	Juanice Hagan (Florida)	Cont. service by 2/3 vote

(2) **NAHBA Teleconferences:** Requests for comments or complaints regarding the teleconference procedures. There being none voiced by the membership, the quarterly teleconferences will continue as established. The next teleconference will be held January 18, 2006 at 2:00 EST. Minutes of the teleconferences will be posted on the NAHBA websites – www.NAHBA.org.

(3) **NAHBA Web Site:**

- A. Barbara Wessinger informed the membership that most of the State Fact Sheets have been posted on the NAHBA website. Only six (6) states remain outstanding in posting. The State Fact Sheets profile each states ODA program. Barbara requested that if the states would like other information on the program, not seen on the State Fact Sheet, to contact her with the query so that she can obtain the information from each state for posting.
- B. Barbara Wessinger informed the membership that “e-blasting” was available to the membership. If a state desired to send the membership information via an e-blast, please send the information to Barbara and she will send the e-blast.
- C. To assist the e-blast recipients on priority of the NAHBA emails, high-priority e-blast will be designated as “URGENT” in the subject line.
- D. The Website Assistance Committee, comprised of Kerry Yoakum (Ohio), Jimmy Isonhood (Mississippi), and Barbara Wessinger (South Carolina), indicated that if anyone had any suggestions to improve the website to contact them.

(4) **FHWA Document Status Report:** Jimmy Isonhood (Mississippi), on behalf of the FHWA Document Committee [Tim Anderson (Texas), Scott Taylor (Missouri), Mitch Surret (Oklahoma), Lyle McMillan (Utah), Bill Light (West Virginia), Juanice Hagan (Florida) and Barbara Wessinger (South Carolina)] advised that the Committee’s effort stalled as a result of a dilemma on how to create the database format. However, during the 2005 Board of Directors Luncheon, the Board agreed that the FHWA documents would be converted to PDF format so they can be searchable and easily retrievable by most computers. This alleviated the need to purchase or secure additional software to create the database. Jimmy Isonhood offered to have his staff at Mississippi DOT work on starting the database. The projected date for complete is within 2-3 months. Once in database format, the FHWA documents will be downloaded onto a CD and sent to the membership.

(5) **Freedom of Information Request to FHWA:** The membership discussed that they are not receiving FHWA memos/correspondence on ODA issues. It is possible that the FHWA information may be sent to another office within DOT’s and not ODA office. As a means of streamlining the communication, Barbara Wessinger and Janet Myers will discuss possible FOIA requests by NAHBA to FHWA DC Offices on a quarterly basis. The information received will be e-blasted to the membership and posted on the NAHBA website.

(6) **Future Conference Locations:** The following states will host upcoming Conferences:

- A. 2006 Conference Location – Ohio (Tentative)
- B. 2007 Conference Location – Louisiana (Tentative)

Due to the devastation caused by Hurricane Katrina in Louisiana, the 2006 Annual Conference is tentatively being changed to Ohio. Kerry Yoakum, Ohio DOT, offered Ohio as the 2006 host state, subject to approval of his supervisors.

Depending on the recovery rate of Louisiana, the 2007 Annual Conference has been tentative set for New Orleans. Marion Patton will update the membership at the 2006 Annual Conference.

(7) NAHBA Committees:

- **The Membership Recruitment Committee** consists of Lyle McMillan (Utah), Barbara Wessinger (South Carolina), Randy Braden (Alabama) and Juanice Hagan (Florida). Barbara Wessinger indicated that the Committee did not accomplish its tasks set out at the 2004 annual meeting. However, they would work this year on the need to secure additional members in NAHBA and agreed to look at sending out correspondence regarding the mission of NAHBA and advantages of membership to states that are not members, as well as other areas of interest.
- **FHWA Partnering Committee** - The Committee members are Mitch Surret (Oklahoma), Rod Boehm (Tennessee), Kerry Yoakum (Ohio), Tim Anderson (Texas) and Barbara Wessinger (South Carolina). This committee will work with FHWA on scan tours and pooled funding. One area of focus is to pool funds to do a joint study, i.e. CMS signs – Behavior Based Studies. Tim Anderson agreed to lead the Committee on pooling funds.
- **AASHTO Standing Committee** – The Committee members are Lyle McMillan (Utah), Juanice Hagan (Florida), and Barbara Wessinger (South Carolina). No action was taken by this Committee this past year.
- **Stakeholder Neutral Forum Committee** – The Committee members are Tim Anderson (Texas), Barbara Wessinger (South Carolina), Mitch Surret (Oklahoma), Juanice Hagan (Florida). The Committee will work with FHWA on establishing a neutral forum to discuss ODA issues from the various stakeholder groups.

(8) Special Projects:

- **NAHBA Logo Contest Committee:** The Committee members are the NAHBA Board of Directors. The Committee is charges with reviewing the logo designs that may be submitted in the coming year. The logo will be displayed at the next annual conference.

- **NAHBA Awards Committee:** The Committee members are Keith Melvin (South Carolina), Scott Taylor (Missouri), Juanice Hagan (Florida), and Barbara Wessinger (South Carolina). Keith Melvin and Scott Taylor agreed to take the lead in crafting criteria for a NAHBA Annual Award. The award will be to recognize ODA accomplishments for the year.

With there being no further items to discuss, the meeting was adjourned.

/s/ Juanice M. Hagan

Juanice M. Hagan
Secretary-Treasurer