

WAQTC EXECUTIVE COMMITTEE MEETING MINUTES

MEETING CALLED BY: MATT STRIZICH, MDT
FACILITATOR: DESNA BERGOLD

DATE: OCTOBER 4, 2013
TIME: 1:00 PM MOUNTAIN
LOCATION: TELECONFERENCE

ATTENDEES:

GARTH NEWMAN, QAC
MIKE SANTI, ITD
SCOTT ANDRUS, UDOT
HOWARD ANDERSON, UDOT
MIKE SAN ANGELO, AKDOT & PF
BRYCE SIMONS, NMDOT
MICHAEL VOTH, CFLHD
HOWE CROCKETT, WFLHD
GREG STELLMACH, ODOT
BILL SCHIEBEL, CDOT

AGENDA ITEMS / OBJECTIVES:

1. Marketing WAQTC
2. Financial Request – Scott Andrus
3. TCCC Representative – Howe Crockett
4. Notebooks in the classroom – Howard Anderson

ISSUE	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
-------	------------------------------	------------------------

Marketing
WAQTC

Garth Newman, ITD, summarized the discussions concerning the newsletter at the Qualification Advisory Committee (QAC) meeting and at the August Executive Committee (EC) meeting.

The QAC feels there are better ways to market the organization than a newsletter. They suggested that a two page sales document containing information about WAQTC showing who we are and where we are going would be a better marketing tool. Possibly including the mission statement, the initial savings in developing the materials, and the ongoing benefits of membership.

Scott Andrus, UDOT, suggested breaking it into three components: historical, current (where we are now), and the benefits of the program.

Can the cost benefit be quantified? The original investment needs to be documented.

This would also be a great tool for the EC members to show the benefits of further investment in the program.

There is a lot of the information already available; it just needs to be pulled together.

Scott will talk to Catherine Higgins, UDOT, who is helping WAQTC with their communication needs. He is sure she would be happy to help put this together.

When completed it will be posted on the website and perhaps initially distributed to some interested parties.

Mike San Angelo, AKDOT, began discussing taking the next step with the WAQTC program. How should WAQTC proceed from here and how to offer more? Should the organization pursue a 501 3c status, or look into becoming a certifying training body similar to NICET? It would be good to identify the future goals so that the organization can begin moving in the right direction.

Mike has been looking at how companies get certified, the ANSI standard, and other certifying bodies. He discussed some of the options and wanted the group to think about the direction to take the program.

ISSUE	DISCUSSION / <i>DECISION</i>	ACTION REQUIRED BY:
	<p>The big question would be the cost versus the benefit.</p> <p>Mike will send out a document explaining much of his points.</p>	MIKE SAN ANGELO
Website	<p>Mike has also been researching web issues because AKDOT has an offsite website for its materials training which they have recently had to move. He feels WAQTC's website and the materialstraining.org website can be joined together. This appears to be easier than he thought it would be. 'Bluehost' has made it quite easy to change and expand websites. With this program changes could be made much more easily by the consultant or others. Mike will send out information concerning 'Bluehost'.</p> <p>Clint Williams, WFLHD, worked on the website before it was moved and perhaps he could be of assistance. Desna has been in contact with him and has some of the information concerning moving the web page.</p> <p>Howe will see if Clint may provide some support and assistance in the future.</p>	<p>MIKE SAN ANGELO</p> <p>HOWE CROCKETT</p>
Financial Request – Scott	<p>Scott sent Matt Strizich, MDT, a draft of the financial request letter. Matt intends to add some clarification and then it should be ready. The letter was shown on the teleconference page for everyone to see.</p> <p>All thought the letter was good. It was suggested that there should be some additional information concerning the benefits of WAQTC membership. Scott will see how soon Catherine can get something together; perhaps the flyer will be a good addition to the request.</p> <p>Matt will complete the financial request letter and send it out.</p>	<p>SCOTT ANDRUS</p> <p>MATT STRIZICH</p>
WSDOT	<p>Discussed the status of WSDOT now that Tom Baker is no longer in the position. Garth had obtained the contact information for Tom's replacement and forwarded it to Matt. Matt has not been able to reach him yet.</p> <p>Contact Information: Kurt Williams WILLIKR@wsdot.wa.gov Phone: 360-709-5410 (x5410)</p>	

ISSUE	DISCUSSION / DECISION	ACTION REQUIRED BY:
--------------	------------------------------	--------------------------------

<p>Potential representative to the TCCC board</p>	<p>Howe Crockett, WFLHD, explained that TCCC is still interested in having a member of WAQTC on its executive board. Since it doesn't sound like any member of the EC has the time to spend on the committee he was wondering if there was someone already in TCCC from one of the member states that could work with the materials representative. Howe suggested Jeff Sadler, UDOT. He has been a member of TCCC for a long time and perhaps could work with Scott Andrus. Jeff would be a good choice, although someone in a similar position from another state would work too.</p> <p>Matt stated that MDT's needs are for construction training not materials testing training because WAQTC covers the materials training. MDT would want someone from the construction side instead of materials.</p> <p>Garth feels that the best choice would be someone who understands training development, construction, and even materials and maintenance.</p> <p>Howe points out that someone needs to convey to TCCC that this group would like them to focus on construction training as it is the greatest need.</p> <p>Jeff or equivalent could carry the message that the focus needs to be on construction training.</p> <p>Matt agrees Jeff could represent WAQTC.</p>	<p>SCOTT ANDRUS</p>
<p>Notebooks on exams for the classrooms – UDOT proposal</p>	<p>UDOT is looking into using notebooks in their training and exams. They compared the cost of the notebooks to the cost of printing and determined that the use of notebooks would be advantageous. The UDOT training group is asking if anyone can foresee any issues with security. Garth suggested that the biggest issue would be ensuring the notebooks did not have means to send exams off-site. All other materials are available on the website. He had some suggestions on how to make the examinations more secure.</p> <p>UDOT intends to move forward on this.</p>	