

2003 ANNUAL BUSINESS MEETING  
SEPTEMBER 22, 2003  
ASHEVILLE, NORTH CAROLINA

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

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

Alabama		
Florida	Missouri	Oklahoma
Georgia	Nebraska	South Carolina
Kansas	New Hampshire	Utah
Louisiana	New Jersey	West Virginia
Mississippi	North Carolina	

Treasurer, Juanice Hagan of Florida, presented the 2003 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) **Future Conference Locations:** The following states will host upcoming Conferences:

- A. 2004 Conference Location – Utah (confirmed)
- B. 2005 Conference Location – New Hampshire (confirmed)
- C. 2006 Conference Location – Louisiana (confirmed)

The state contact person for each conference will work with the NAHBA Board to ensure and assist in planning for and carrying out the Conference activities. NAHBA, with each state's cooperation, will seek the continued support from the FHWA on conference funding participation at each conference. A portion of NAHBA funds will be available to the State conference contact for use in offsetting Conference costs.

It was determined that the 2004 Conference Registration Fee for federal, state and local government employees will remain at \$200, with \$50.00 to be applied to the annual membership fee. The conference fee for affiliate members will remain at \$200, with an additional \$150 to be paid for a non-voting membership.

Increased attendance of FWHA staff is needed at the annual conference. Barbara Wessinger will work with Janet Meyers of FHWA to see if our annual meeting can take on a higher priority at FHWA.

The Board was asked to look at the feasibility of reducing future conference fees. Board members felt it would be difficult to reduce the fees but agreed that such reduction would be adopted, if possible. As an alternative, Mitch Surrett and Jim Aube agreed to work together to explore the development of Transportation Enhancement (TE) Projects on ODA which will include, as part of their project scope, funding for participation and travel to NAHBA conferences.

- (2) **NAHBA Teleconferences:** The membership voted to change the Quarterly NAHBA teleconferences with FHWA staff to a Semi-Annual Teleconference schedule or every six (6) months. Approximately fifteen (15) lines will be established for the states to call in on a first come-first served basis. All unused lines will be made available to other members of the Alliance. The next teleconference is set for January 2004. Members were reminded that questions for FHWA must be submitted to the Chairperson in advance of the meeting and the State FHWA representative from states asking questions must be present at the teleconference. Minutes of the teleconferences will be published on the NAHBA web site.
- (3) **IRWA/AASHTO Conferences:** The Board feels that in order for the Alliance to have a stronger voice, its presence at conferences held by IRWA and AASHTO are important. A recommendation was made that NAHBA purchase a permanent booth that could be shipped to conferences and manned by NAHBA members. The membership discussed the results to be achieved vs. the cost of the booth and decided to table the booth until additional cost information could be secured. Lyle McMillan, Utah DOT, agreed to research the cost of a booth and conference fees for its exhibition at conferences. He will present his findings at the next annual meeting in 2004. The Board was encouraged to continue to lobby for the Alliance through these types of conferences and other opportunities that come available.
- (4) **Lobbying Efforts:** Mitch Surrett, Board member from Oklahoma, briefed the membership on the federal reauthorization issue. Mitch will continue to monitor the control of the outdoor advertising program at the federal level. Mitch has agreed to provide legislative updates from the federal level for the NAHBA website.

(5) **NAHBA Committees:**

The Membership Recruitment Committee was encouraged to secure additional participation in the Alliance. This committee currently consists of Lyle McMillan (Utah), Barbara Wessinger (South Carolina) and Juanice Hagan (Florida). Randy Braden (Alabama) has agreed to serve on the Committee for the upcoming year.

The Newsletter Committee published their first newsletter during 2003 and plans on distributing a newsletter, at least quarterly, in 2004. The committee currently consists of Doris Theil (Nebraska), Cathy O'Hara (Kansas) and Barbara Wessinger (South Carolina). Sue Catlett (New Jersey) has agreed to serve on the

Committee for the upcoming year. The newsletter will be published on the NAHBA website and disseminated by the webmaster commencing January 2004. Anyone interested in submitting articles for publication must submit them to the Newsletter Committee, at the address of Doris Theil, for review and approval prior to publication.

- (6) **NAHBA Website:** All present agreed that the website needs to be finalized during the upcoming year. Graphic Imaging (Skip Brooks) maintains the website. For the past two years, the webmaster has provided services at no cost. It was recommended that the Alliance pay Graphic Imaging \$250/month to maintain the system. A committee chaired by Mitch Surrett will develop the Scope of Services and the formal contract. The membership unanimously approved the recommendation and agreed to the payment on a quarterly basis, based on the delivery of products.
- (7) **Documents secured from FHWA Files:** Based on an FOIA from NAHBA to FHWA, Mitch Surrett, Skip Brooks and members of Skip's staff recently scanned 13,000 documents out of the FHWA files relating to the control of outdoor advertising. The Board previously approved \$2,500 to Graphic Imaging for this work; however, the actual expenditures were in the range of \$6,000 to \$7,000, which included the shipping of equipment to scan the documents. The Board recommended, and the membership unanimously approved, the payment of \$5,000 to Graphic Imaging for the work performed to date on this project. Additional work will be needed to categorize and index all of the documents, but all costs by Graphic Imaging for this work will be paid under the Scope of Services of their contract with NAHBA. Mitch Surrett will work with FHWA and OAAA for their contributions to this effort.

Board members will work with Graphic Imaging during 2004 to categorize the documents. Indexing will be performed during 2005.

- (8) **Goals for 2004:** The Board recommended, and the membership unanimously approved, the following goals for 2004:
- (a) Completion of Internet Website
  - (b) Categorizing Federal documents (indexing of these documents will be accomplished in 2005)
  - (c) Quarterly Newsletters
  - (d) Heightened membership recruitment efforts
  - (e) Semi-annual Teleconferences
  - (f) TE ODA Project developments for states
- (9) **Annual Billing of Membership Dues:** Motion was made to continue with the established form of membership billing, as follows:
- (a) Registration fee to Conference will include annual membership fee for state, federal and local governments.

(b) Separate membership form will be sent out to (1) the affiliates who plan to attend the conference, and (2) all others (government and affiliates) who do not attend the Annual Conference.

(10) **Election of Board of Directors:** The floor was opened for nominations for the 2003-2004 Board of Directors. The following members were elected:

Chairman:	Barbara Wessinger (South Carolina)
Vice Chair:	Lyle McMillan (Utah)
Second Vice Chair:	Brenda Grady (North Carolina)
Past Chair:	Mitch Surrett (Oklahoma)
Host Chair:	Walter Keuenhoff (New Hampshire)
Sec-Treasurer:	Juanice Hagan (Florida)

(11) **By-Laws:** The Board agreed to amend the NAHBA By-laws to change the terms of office for the board of directors. Each director, excluding the Host Chair, shall continue to serve a 4 year term. However, the 4 year term shall be served in the capacity on which they were elected to serve. A director may serve succeeding terms. The Host Chair is limited to a one year term. The terms will be staggered to avoid multiple elections in one year. Based on these new rules, the terms will end as follows:

Chair	2006
Vice Chair	2007
2 <sup>nd</sup> Vice Chair	2005
Past Chair	2004
Host Chair	2004 (next conference state)
Sec-Treas	2007

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

/s/ Juanice M. Hagan

Juanice M. Hagan  
Secretary-Treasurer