

2004 ANNUAL BUSINESS MEETING  
OCTOBER 4, 2004  
SALT LAKE CITY, UTAH

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

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

Alabama		
Florida	Nebraska	South Carolina
Georgia	New Hampshire	Tennessee
Kansas	New Jersey	Texas
Kentucky	North Carolina	Utah
Louisiana	Ohio	Virginia
Missouri	Oklahoma	West Virginia
	Oregon	

Treasurer, Juanice Hagan of Florida, presented the 2004 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. 2005 Conference Location – New Hampshire (confirmed)
- B. 2006 Conference Location – Louisiana (confirmed)
- C. 2007 Conference Location – Ohio or Virginia (not 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 2005 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.

- (2) **NAHBA Teleconferences:** Cathy O'Hara of Kansas volunteered to assist Barbara Wessinger with the logistics of the teleconferences with FHWA. Approximately fifteen (15) lines will be established for the states to call in on a first come-first served basis. The next teleconference is set for January 2005. 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) **NAHBA Web Site:** Barbara Wessinger reported that NAHBA had contracted with Wendy Moss Websites as the web master for the NAHBA site. Further, Wendy recommended, and the Board agreed, that the site be hosted through MJ Marketing Services.

Barbara reminded the state representatives that state profiles need to be completed on-line. The levels of accessibility within the site were discussed and Barbara reinforced that as long as a state is a member, that state can utilize the site for corresponding with other states, however only one person per state can be designated to receive responses.

- (4) **Lobbying Efforts:** Mitch Surret, Board member from Oklahoma, briefed the membership on federal issues and agreed to 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 consists of Lyle McMillan (Utah), Barbara Wessinger (South Carolina), Randy Braden (Alabama) and Juanice Hagan (Florida). The Committee discussed 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 government, including local governments.

The Newsletter Committee discussed their plans for newsletter articles for 2005, which would include adding a guest columnist section and highlight one different state in each edition. It was determined that the newsletter would come out semi-annually. The committee currently consists of Pat O'Leary (Washington), Cathy O'Hara (Kansas), Sue Catlett (New Jersey), Scott Taylor (Missouri) and Barbara Wessinger (South Carolina). The committee was encouraged to utilize the NAHBA website for securing article suggestions as well as disseminated the newsletter.

The FHWA Document Committee reported that the files from FHWA headquarters are ready to be indexed. Scott Taylor and Jimmy Isenhood agreed to take the lead on the indexing project. Jimmy Isenhood agreed to pursue the use of college-level students to undertake the indexing as an educational project. An update will be given at the 2005 Conference. The committee currently consists of Tim Anderson (Texas), Jim Aube (Georgia), James Isonhood (Mississippi), Brenda Grady (North Carolina), Mitch Surrett (Oklahoma), Lyle McMillan (Utah), Bill Light (West Virginia), and Juanice Hagan (Florida).

FHWA Partnering Committee has recently been established by the Board of Directors. The Committee is made up to Mitch Surrett (Oklahoma), Scott Taylor (Missouri), Rod Boehm (Tennessee), Kerry Yokum (Ohio), and Barbara Wessinger (South Carolina). This committee will work with FHWA on scan tours and pooled funding.

(6) **AASHTO Standing** – A number of the state representatives asked that the Board pursue securing AASHTO Standing for NAHBA and the outdoor advertising regulatory control program. Following discussion, Lyle McMillan (Utah) agreed to investigate the interest of AASHTO in this regard.

(7) **Goals for 2005:** The Board recommended, and the membership unanimously approved, the following goals for 2005:

- (a) Better Utilization of the Internet Website by the member states
- (b) Indexing of Federal scanned documents
- (c) Semi-Annual Newsletters
- (d) Heightened membership recruitment efforts
- (e) Semi-annual Teleconferences with FHWA
- (f) Securing AASHTO Standing
- (g) Stronger partnering program with FHWA

(8) **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.

(9) **Election of Board of Directors:** The floor was opened for nominations for the 2004-2005 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 Surrent (Oklahoma)
Host Chair:	Walter Keuenhoff (New Hampshire)
Sec-Treasurer:	Juanice Hagan (Florida)

(10) **Annual Meetings:** The State representatives were polled and felt that the length of the Conference should remain as is. A suggestion was made that future sessions be videotaped and posted on the web-site.

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

/s/ Juanice M. Hagan

Juanice M. Hagan  
Secretary-Treasurer