

<p style="text-align:center"><b>TEXAS MOTORCYCLE SAFETY COALITION (TMSC) BOARD</b> <b>Meeting Minutes</b></p>
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**MEMORANDUM**

**TO:** Attendees

**FROM:** Patricia Turner, TTI

**SUBJECT:** Notes from meeting held December 1, 2010

**Place:** Meeting was held from 10 a.m. to 3 p.m. at the Texas Transportation Institute (TTI), Gibb Gilchrist Building, room 103, Texas A&M University, College Station, Texas.

**Present:** Ray Brockie, David Die, Keith Rovell, Jim Stanford, Terri Williams, Jeff Kaufman, Romona Maxim, Patty Turner, Stacey Schrank

**Summary:** The following summarizes the results of the meeting.

The purpose of this meeting was to bring together Board members and Standing Committee chairpersons and members to discuss the appointment of an additional board member; share ideas for improving communication between the Board and Standing Committees; identify the goals and objectives of each Standing Committee; discuss the relationship between TMSC and various state and local agencies; provide input to the draft Motorcycle Safety Strategic Plan; and discuss plans for the 2011 Texas Motorcycle Safety Forum (TMSF).

David Die noted that the Vice-Chairman position has been vacant since he took over as Chairman last year. Jim Stanford reviewed the bylaws and reported that the Board should consist of a Chairman, Vice-Chairman, Secretary, and 10 or more coalition members. Jim will work to get nominations, and then, work with Patty Turner and Stacey Schrank to prepare for an election at the next Texas Motorcycle Safety Forum.

The group discussed the importance of having as many Board members as possible at all meetings. It was suggested that gotomeeting.com or conference calling be used to allow participation by members that are unable to travel to the meeting. Patty suggested the creation of a message board on LookLearnLive.org so that Board members could communicate and provide input on various issues when appropriate.

Patty mentioned that she and Stacey maintain a database with contact information for all TMSC members. Currently, members only receive information if they attend the Forum so a better way of keeping members informed is needed. Suggestions included a monthly or bi-monthly

newsletter, adding more TMSC information to the appropriate tab on LookLearnLive.org, and sending an email to all members when the website is updated.

Stacey and Patty shared results of the TMSC member questionnaire that was emailed to all members in September. Only 12 members responded. Respondents offered suggestions regarding meeting frequency, increasing participation, improving communication between the Board and membership, and improvements to the Forum.

Stacey suggested that at the end of each meeting the following meeting date should be decided. This allows members to plan ahead and may result in better attendance. It was suggested that the date for the TMSC summer meeting be announced at the Forum. Ray suggested that the Board meet 4-6 weeks prior to each general meeting.

Patty stressed the need for the Standing Committees to become more active. She suggested that the Board establish guidelines for the committees so that they know what they should be doing between now and the Forum.

David and Terri expressed the importance of the Texas Department of Transportation (TxDOT) and the Metropolitan Planning Organizations (MPOs) letting the TMSC know when they are doing activities related to motorcycle safety. They stressed the need to let the local agencies know about the TMSC and the Coalition's willingness to be involved in the motorcycle safety events. It was suggested that members from these agencies need to be invited to TMSC meetings.

Ray pointed out that the bylaws state that only the Chairman should be communicating on behalf of the TMSC. He suggested that when any communication is made with TxDOT or other agencies that all Board members be informed. It was also stated that any concerns should be communicated to these agencies on official letterhead with the TMSC logo and signed by TMSC officers. Keith suggested meeting face-to-face with agency officials.

Patty presented an overview of the TxDOT motorcycle program grants awarded for FY2011.

Mark Coppock, TTI Communications, showed attendees some of the changes to LookLearnLive.org. The website will be updated regularly with news stories related to motorcycle safety and visitors are encouraged to make comments below each story. Mark encouraged members to put a link to LookLearnLive.org on their own websites and Facebook pages.

Mark also stated that he could create a private messaging area with access to Board members only. When information is posted, an email can be sent to each member to alert them to new content in the messaging area.

Patty shared that 1,000 copies of the "It Isn't Rocket Science" video were reproduced and delivered to TEA for distribution. Romona Maxim stated that Nina Saint showed the video at a

recent conference and many attendees from other states requested copies. Next grant year, workshops will be conducted with driver's education instructors and each instructor will receive a video. Romona also shared that the new driver's education books sold by Region 6 have a unit dedicated to motorcycle safety.

Patty stated that she would like to have the Motorcycle Safety Strategic Plan (MSSP) printed by the Forum. Board members will continue to submit ideas and then come to a consensus on the final plan. The document will be put on the private messaging board so that each Board member can add their input.

The 2011 Texas Motorcycle Safety Forum will be held on Monday, February 7, 2011. Stacey will check with Brown Distributing to see if their hospitality room is available. If not, Terri will check on the availability of the VFW Hall in North Austin. The Forum will be held from 10 a.m. to 5 p.m. Presentations will end at 3 p.m. and the last two hours will be dedicated to questions and open discussion. Possible topics and presenters were also discussed.

The group discussed the possibility of allowing information booths by rights groups, insurance companies, and training groups to be set up at the Forum. Members of the media will also be invited. It was suggested that a sponsor be found to provide the lunches and drinks.

The meeting was adjourned at 3:00 p.m.