

Date	Action Item	Progress
6/27/13	Engaging the Policy Committee Periodic updates to PC in the form of an email and perhaps a video A. Hanaway to draft a Standard Operating Procedure for PC members in the form of an orientation package A. Hanaway to set up NASTO meeting and create 1-2 page summary to send to PC in advance of meeting. A. Hanaway to create video updates on NETC program.	
8/27/13	The DOT Advisory Committee members should email research ideas from the focus group meetings with a regional application to the NETC Coordinator, who will keep a list of ideas throughout the year in preparation for the coming solicitation for Research Problem Statements (RPS) - Ongoing.	Ongoing
9/24/13	A. Hanaway to track how effectively we can stay on track with the proposed NETC Process Schedule	Ongoing
1/28/14	A. Hanaway to attend NE Technical Group meetings via conference call, if possible, but not in person. Also, she should make sure to contact each group twice a year to keep in touch about meetings and research ideas. The Safety Group should be included on the list.	Ongoing
10/28/14	A. Hanaway to start planning the next NETC Showcase.	
2/24/15	Amanda to determine when the peer reviews will be available.	Done
2/24/15	Bill Ahearn offered to try and find out what the urgency is for making a decision on funding th	Done
2/24/15	RI to check on the status of their SPR-3(089) transfer.	Done
4/2/15	Bill to secure signature for approval of PI change from Amanda Hanaway-Corrente to Glenn McRae, and forward to UVM Sponsored Programs Administration to finalize the NCE for NETC.	Done
4/2/15	Laurie will work with UVM's contract department to finalize the NCE for NETC 06-4, 13-1 and 13-2.	Done
4/2/15	Laurie to continue the contract execution process with UMass for NETC 14-1 and 14-2	Done
4/2/15	Laurie will update the Open Project Summary Table to include the drop of 14-3, as well as the information from the new batch of quarterly reports that are anticipated the first week of April.	Done
4/2/15	Chris Jolly will respond to the request for approval of expenditures for NETC 05-2, <i>Enhancing the Reflectivity of Concrete Barriers</i>. He anticipates there will be a positive response next week	Done
4/2/15	Laurie will follow up with Dr. Mogawer, and Dr. Daniel to send peer reviews of Dr. Azari's research before our April 16 meeting.	Done
4/2/15	Colin will talk with Bill and/or Chris regarding the process and dollar amount of the fund transfer from SPR-3(089).	Done
4/2/15	Laurie will change the heading "obligation date" to "projected commitment" on the Fund Projection worksheet.	Done
4/2/15	Ann Scholz will determine a location and date for the New England Materials and Engineers meeting, and coordinate with Laurie for funding.	Done
4/2/15	Bill Ahearn will work with Ann Scholz to provide training with the intent that Ann will transition to Chairperson next year.	Ongoing
4/2/15	Policy Committee member changes will be sent to Laurie	Received MA & RI
4/2/15	Laurie will send a ballot to approve the revisions to the NETC Policies and Procedures	Done
4/2/15	Bill and Stephen will attempt to meet with Secretary regarding NETC.	In Progress
4/2/15	Laurie will send out doodle poll for May 8th, with link to ranking sheet and literature search documents	Done
4/2/15	Bill will provide an evaluation of work performance to UVM in the next 45-60 days	In Progress
4/2/15	Laurie will continue Amanda's system for tracking of travel funds separately from project funds	Ongoing

5/18/15	Bill Ahearn will contact Walaa Mogawer to discuss the progress delays on his three projects (06-4, 10-3 and 13-2) Update 6/23/15: Bill Ahearn reported no movement on this item.	
5/18/15	Laurie will follow-up with Jo Daniels regarding sabbatical plans and potential impact on project completion.	Done
5/18/15	Laurie will add a discussion on allowable redistribution of cost before the AC should be involved to the next AC Meeting agenda. Update 6/23/15: 2) The redistribution of project budgets will require Advisory Committee review and approval (by vote or ballot) when the budget change is 10% or more of the total project budget. Project budget redistribution requests in amounts less than 10% of the total project budget will only require the approval of the project Technical Committee.	Done
5/18/15	Advisory Committee to provide Technical Committee names for the approved 2015 Research Projects. Update 7/20/15: Names needed from RI for 15-2, and from VT for 15-4	
5/18/15	Laurie to add technical committee members to the project pages on the NETC website	Done
5/18/15	Bill Ahearn will explore adding language recommended by MA in order to move the No Cost Extension for NETC forward. Update 6/23/15 - Bill reports no movement on this item.	
5/18/15	Laurie will add Dr. Daniel's review of Dr. Azari's research to the File Transfer page on the NETC website	Done
5/18/15	The AC members will have a discussion of the completed peer reviews of Dr. Azari's research at the upcoming NE Materials & Research Meeting on June 3 rd .	No Action taken - meeting complete
5/18/15	After the AC discussion regarding the peer reviews, Laurie will remove the reviewers names and the AC will share the reviews with their materials engineers for feedback.	
5/18/15	Bill Ahearn will continue to work with VTrans to move the NETC Coordinator RFP forward. Update 6/23/15: No forward movement on this item.	
5/18/15	Laurie will follow-up with Chris Jolly to receive an updated report of the Fund-Balance and Transfers for the June 23 rd meeting.	Done
5/18/15	AC should review the draft PI Performance Evaluation form prior to June 23 rd conference call. Update 6/23/15: No reviews/comments received.	
5/18/15	CT, RI, MA will submit their ballots for the Policies and Procedures revisions by Tuesday, May 26 th . Update 6/23/15: Ballots needed from CT, MA	
5/18/15	NETC Coordinator will institute the use of the technology transfer templates for all NETC projects	ongoing
5/18/15	Bill Ahearn will shepherd the payment process for 05-2. Update 6/23/15: Bill Ahearn will check to see if this has been paid.	
6/23/15	AC members will meet with Policy Committee using Memo & Ballot for approval of 2015 Research Program. Update 6/23/15: Received completed ballot from CT.	
6/23/15	Jacob will send an updated balance sheet with the 2015 commitments in order for the AC members to determine the 2015 contributions required	done