



a. Review revised memo and recommendations

Darrell Smith provided a brief overview of the final DRAFT memo/report with recommendations to be submitted to the Executive Board.

Since the first DRAFT was prepared, the memo has undergone several revisions with many comments and edits offered by subcommittee members.

Darrell, in his overview, reminded members that in developing the recommendations, the FASC's assumption was that the NGEC would operate under its current structure and that the activities or functions performed by the NGEC would be the same as they are now. This being the case, the FASC looked at potential options to provide funding at the current levels.

The recommendations contained in the memo to the Board call for additional work on the part of the subcommittee to flesh out the details of some of the recommendations and, in the case of the Legislative Outreach task force, complete its assigned tasks. Basically, all of the recommendations lead to other actions.

If it is determined that other functions be added to the future activities of the NGEC, then consideration of other organizational forms will need to take place. This would be a Board decision.

After concluding his overview of the DRAFT memo, Darrell asked for comments, concerns, and/or questions.

With no comments or discussion forthcoming, Chairman Smith called for a motion to approve the memo/recommendations, as presented, for submittal to the NGEC Executive Board.

b. Consider subcommittee approval – memo and recommendations

Ray Hessinger, NYSDOT, offered a motion to approve the memo as presented and submit it to the Executive Board. Eric Curtit, Missouri DOT seconded the motion.

With no further discussion, Darrell Smith asked Steve Hewitt to poll the voting members of the subcommittee:

Darrell Smith, Amtrak – aye  
Eric Curtit, MODOT – aye  
Ray Hessinger, NYSDOT – aye  
Ray Hessinger as proxy for Tammy Nicholson, Iowa DOT – aye  
Jason Biggs, WSDOT, for Brent Thompson – aye  
Jason Biggs, as proxy for Arun Rao, Wisconsin DOT – aye  
Brian Beeler, NNEPRA for Maine DOT – aye  
Michael Lestingi, FRA – aye

With the presence of a quorum having been established and all members present voting in the affirmative, Chairman Smith determined that consensus has been achieved and the motion is approved.

Steve Hewitt will put the memo in final format and submit on behalf of the Chairman to the NGEC Executive Board.

**6. Setting next assignments for the FASC - Darrell Smith:**

a. Review of website – recommend improvements

Darrell Smith noted that the 514 subcommittee has begun to revise/update its page on the NGEC website, and Steve Hewitt has recommended that the web site should be reviewed for additional updates to all pages. The website is functioning well, but it is time to refresh/update it. All pages should be consistent and uniform in style and content where possible.

Darrell Smith and Eric Curtit agreed to begin this review.

- b. Review of NGEN By-laws – recommend changes if warranted

Steve Hewitt noted that one of the responsibilities of the FASC is to periodically review the NGEN By-Laws and Operating Procedures and to recommend any changes/revisions to the FASC for approval and then to the Executive Board for its adoption. With the Annual Meeting approaching in February, 2016 now is a good time to take up this activity and, to hopefully, have recommended changes ready for Board consideration at that time.

Steve emphasized the importance of maintaining consistency throughout the document among subcommittees and task forces especially with regard to voting procedures. The overarching intent of the NGEN Executive Board when first organizing the Committee and establishing its By-Laws and Operating Procedures was to approve all motions/decisions by consensus and only go to a block vote when the Chair could not determine that consensus was achieved on a particular motion. This procedure is spelled out clearly within the Executive Board and the Technical subcommittee sections of the By-Laws, and is implied and, basically, in use by all subcommittees and task forces. It could be time to state clearly that such procedures are to be followed within all NGEN subcommittees and task forces.

Ray Hessinger, NYSDOT, added that he believed the operating procedures and by-laws of the 514 subcommittee should be identified in the NGEN By-Laws just as are the Technical and Finance and Administrative subcommittees.

Ray agreed to take the lead on reviewing and recommending updates to the B-Laws.

- c. Follow-up assignments as directed by the Executive Board re: funding options

The FASC will await Board direction after it has considered the FASC recommendations and follow up actions.

**7.**

**Other Issues:**

With no further business forthcoming, Darrell Smith adjourned today's conference call meeting at approximately 5:05 PM Eastern.

**Next Finance and Administrative subcommittee conference call December 16, 2015  
866 209 1307 access code: 9786620#**

**Decisions and Action Items**

The FASC members approved the memo and recommendations on funding options. The memo will be submitted to the Board for its consideration on its next call (12-7-15)

Darrell Smith and Eric Curtit will begin a review of the NGEN website and ultimately recommend changes/updates. This will be carried as an action item on future agendas.

Ray Hessinger will lead an effort to review and proposed changes to the NGEN By-Laws and Operating Procedures. This will be carried as an action item on future agendas. It is anticipated that updates will be proposed in time for consideration by the Executive Board at the NGEN Annual Meeting in DC on 2-19-16.

Note: Executive Board Members must receive written copies of By-Laws changes 30 days prior to consideration of adoption.

**Next Call: 12-16-15 at 3:00PM Eastern**

**ATTACHMENTS**



## SECTION 305 Finance and Administrative Subcommittee (FASC)

**Conference call  
November 18, 2015  
4:30pm Eastern  
866 209 1307 pass code 9786620#**

### MEETING AGENDA

- |   |               |
|---|---------------|
| 1. Welcome/Open   | Darrell Smith |
| 2. Roll Call  | Steve Hewitt  |
| 3. Action Item Review   | Steve Hewitt  |
| 4. Approval of the Minutes from 10-28-15  | Darrell Smith |
| 5. Finalizing memo and recommendations for submittal to the Executive Board     | Darrell Smith |
| a. Review revised memo and recommendations                                      |               |
| b. Consider subcommittee approval – memo and recommendations                    |               |
| 6. Setting next assignments for the FASC  | Darrell Smith |
| a. Review of website – recommend improvements                                   |               |
| b. Review of NGEC By-laws – recommend changes if warranted                      |               |
| c. Follow-up assignments as directed by the Executive Board re: funding options |               |
| 7. Other Issues/questions   | All           |

**Next Call December 16, 2015  
Call in # 866 209 1307 passcode 9786620#**