

ATSPT Quarterly Meeting Notes

June 16, 2009; from 8:30-Noon at ADOT- HRDC, Ocotillo room

The Arizona Tribal Strategic Partnering Team (ATSPT) quarterly meeting took place on June 16, 2009 at the ADOT- HRDC, Ocotillo Room, from 8:30 a.m.- Noon.

The meeting objectives included:

- ◆ Review May Forum Feedback
- ◆ ATSPT logo and future forum logo
- ◆ PEP presentation re: online input
- ◆ Review & Complete PEP (Partnering Evaluation Program) rating form
- ◆ Confirm future ATSPT quarterly meeting dates

Attendees
Evonne Aldana, ADOT, CCP, Facilitator
Nate Banks, FHWA, Senior Engineering Manager
Misty Dayzie, ADOT, Multimodal Planning Division (MPD), Tribal Planner
Manuel Sanchez, FHWA, Area Engineer
Ed Stillings, FHWA ARIZONA DIVISION, Mobility Planning Engineer
James Young, ADOT-CCP, Partnering Director
Joy Keller-Weidman, Holon Consulting, Facilitator

MEETING HIGHLIGHTS

TOPIC	DESCRIPTION
May '09 FORUM FEEDBACK	<p><u>Most Valuable:</u></p> <ul style="list-style-type: none"> ◆ Variety of perspectives ◆ Presentations provided a view of the whole picture ◆ Networking ◆ ARRA Updates ◆ Tribes presentations- success stories
FORUM LEARNINGS	<ul style="list-style-type: none"> ◆ Change format on Evaluation form re: presenters (some confusion) ◆ Table ice breaker (15 minutes)- possibly card with questions for pairs to answer and present back to table ◆ Make sure moderator knows correct pronunciation of presenters' names ◆ Registration glitches: at least ten people who registered online did not appear on registration list: suggest an email confirmation response after successfully registering ◆ Use projector clicker ◆ Alphabetize sign-in sheet according to last name; and separate moderator and speaker name tags from the attendees ◆ Place speakers on stands for better sound quality ◆ Keep participants on site: seek sponsors to fund lunch or collect fee on site ◆ Consider using single, instead of double, tables to save space and provide more intimate set up ◆ Extra material – leave on the table for attendees to take home
FUTURE FORUM	<ul style="list-style-type: none"> ◆ Offer PARA break out session

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STRATEGIES	<ul style="list-style-type: none"> ◆ Reauthorization- presentation ◆ COGs as presenters ◆ Find sponsors (possibly Tribe(s)) for lunch and refreshments; to avoid losing participants who do not come back from lunch ◆ Evonne and Misty moderate at the 2010 Forum <p>During Planning:</p> <ul style="list-style-type: none"> ◆ Develop and send survey to potential participants re: <ol style="list-style-type: none"> (1) Length (1 ½ days?) (2) Cost (offer lunch) (3) Topics <p>Future Partnering meeting:</p> <ul style="list-style-type: none"> ◆ Include representatives of those who plan and conduct Tribal Transportation meetings/conferences/forums and share schedules; information re: intended outcomes and needs (met or unmet) of participants; and plan efficiently for the future ◆ Provide lunch for attendees- more than ½ attendees never came back after lunch ◆ Consider issue of the speaker capability of the presenters
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TOPIC	DESCRIPTION
WEB SITE REVIEW	<ul style="list-style-type: none"> ◆ Misty Dayzie reviewed the existing ATSPT web site items, including the 2009 Forum Proceedings and presentations and links ◆ ATSPT members agreed: <ol style="list-style-type: none"> (1) Keep 2 years of reports (current plus last year) (2) The Partnering Office will keep all past ATSPT forum reports and presentations on their G drive.

TOPIC	DESCRIPTION
Strategies for working with Tribes	<p>Keep in mind the core, underlying issues and the following strategies for rural Tribes and their relationship with COGs and MPOs</p> <ul style="list-style-type: none"> ◆ Training: skills/capacity ◆ Youth: involve engineering and planning students from ASU ◆ Education: opportunities (tribes sit at table with COGs) ◆ Reach Out ◆ Awareness: realities of culture (i.e. practical learners) <p>Technical Assistance: walk Tribes through the application process (help them be competitive and navigate the system); offer a PARA workshop; provide focused training sessions for tribes in different regions (northern, central, southern)</p>

TOPIC	DESCRIPTION
ATSPT & FORUM LOGOS	<ul style="list-style-type: none"> ◆ John Walradt and Dan Dudzik presented examples of ATSPT and Forum logos ◆ ATSPT members agreed: <ol style="list-style-type: none"> (1) Add a rainbow to the selected Forum logo (one with the seal) and add the word “Arizona” around the seal- so it reads Arizona Tribal

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	<p>Transportation Forum</p> <p>(2) Substitute a stylized feather for the letter 'I' in Arizona for the Tribal Transportation Forum logo mentioned in item (1) above.</p> <p>(3) Substitute the circle ATSPT logo with the shape of the State of Arizona</p> <p>(4) Both the ATSPT and Forum logos will have similar colors and elements</p>
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TOPIC	DESCRIPTION
<p>ATSPT PEP (Partnering Evaluation Program) Rating Form</p>	<p><u>Mike Carter, Partnering Office PEP coordinator</u></p> <ul style="list-style-type: none"> ◆ Mike presented the ADOT PEP online program; and demonstrated for the ATSPT members how to input their ratings for June 2009 quarter <p><u>PEP RATING FORM</u></p> <ul style="list-style-type: none"> • ATSPT members reviewed results and comments of the March 2009 PEP rating form, highlighting "Provide Recognition" and "Take Action" items • ATSPT members completed the PEP rating form for this quarter by inputting their ratings online

ATSPT NEXT STEPS

ACTIVITY	BY WHOM	BY WHEN
Let John Halikowski know about the forum feedback re: his participation	Evonne James Nate	Next meeting with him
Identify partner group and ratings of those who provided Forum Feedback forms. Use results for analysis.	Evonne	Before Sept, 28 th meeting
Contact Alma- reschedule Sept. 21 st meeting to Sept. 28 th - ask for internet connection and conference phone- and room assignment	Joy	By end of June
Substitute meeting feedback form with current one- for next and future meetings	Joy	Before Sept 28 th meeting
Send City partnership meeting feedback sheet to Joy	Evonne	By end of June
Ask ASU student to attend September quarterly meeting	Evonne	By end of July
Send updated ATSPT calendar information to Misty for website	Joy	By beginning of July
Update award item on web (with Misty)	Evonne	By beginning of July
Add to web site: Safe routes to schools & bicycle/Pedestrian	Misty	By beginning of July
On web site: check for accuracy & provide updates to Misty; including NEPA questions (FHWA); and ask planning person to ask COG & MPO representatives	Nate; Bob All ATSPT members	before Sept. 28 th meeting
Call Bob Maxwell	Misty	
Organize the Miscellaneous section of Questions- in any way to make it more user friendly	Misty	before Sept 28 th meeting
Add Navajo hosted tribal conference to the events page/section	Misty	Immediately
Follow up to add link for 12 th annual National Tribal	Evonne	by end of June

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Transportation Event		
Add a 15 minute “web site” standard agenda item to all tribal partnership meetings (Navajo, Hopi and ATSPT)	Evonne/Joy	Before next meeting(s)
Send all web site updates to Misty	Evonne	As needed
Set up “GoToMeeting” for Sept 28 th ATSPT Advertise “GoToMeeting” for Sept 28 th ATSPT	Evonne Joy	August: when send meeting reminder
Send password to ATSPT members to access web site to input PEP ratings	Mike	By end of June
Make changes to Forum logo + ATSPT logo and send draft to Evonne (rainbow over “I” in Arizona)	John Walradt	early July
Send draft of logos to ATSPT members for finalizing	Evonne	when receive them from John
Place review of business card and graphics/content on Sept. 28 th agenda	Joy	before sending agenda in August
Contact new ATSPT members (Barney, Tom Platero and Keith Betsuie): and ask them to present at Sept. 28 th meeting; and let Joy know so she can add to the agenda	Evonne	by end of July
Add tribal participation item to Sept. 28 th agenda	Joy	before sending agenda in August

<p>Agenda items- next quarterly ATSPT meeting: Sept. 28, 2009</p>	<ul style="list-style-type: none"> ◆ Web site review (15 minute) ◆ Business card review ◆ Tribal participation ◆ New members’ presentations ◆ Review goals and update as needed ◆ June PEP ratings review ◆ Decision re: PEP ratings inserted online by members
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FUTURE ATSPT FORUM & QUARTERLY MEETINGS:

EVENT	DATE	TIME	PLACE
ATSPT QUARTERLY MEETING	09/28/09	8:30-Noon	ADOT-HRDC, Palo Verde
ATSPT QUARTERLY MEETING	TBD	8:30-Noon	ADOT-HRDC

PARTICIPANT’S FEEDBACK OF MEETING EFFECTIVENESS:

What is your overall rating of the effectiveness of this meeting? *AVERAGE RATING=3.8*

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Meeting Format Needs Improvement			Did Not Meet My Expectations		Met My Expectations		Exceeded My Expectations
0.5	1.0	1.5	2.0	2.5	3.0(1)	3.5	4.0(4)

What about this meeting was most valuable to you?

- ◆ Excellent communication between team members
- ◆ Making continued progress
- ◆ The forum discussion and wrap up
- ◆ The open discussions and brainstorming

What would have improved the effectiveness of this meeting?

- ◆ Missing quite a few members- no BIA or tribes
- ◆ New members in attendance
- ◆ Emphasize importance of attending for core members

How do you rate the effectiveness of the Facilitator? AVERAGE RATING= 3.9

Facilitation Needs Improvement			Did Not Meet My Expectations		Met My Expectations		Exceeded My Expectations
0.5	1.0	1.5	2.0	2.5	3.0	3.5(1)	4.0(4)

Comments:

- ◆ Excellent facilitation
- ◆ Joy & Evonne do a great job

How do you rate the team’s potential effectiveness? AVERAGE RATING= 4.0

Partnership Team Needs Improvement			Did Not Meet My Expectations		Met My Expectations		Exceeded My Expectations
0.5	1.0	1.5	2.0	2.5	3.0	3.5	4.0(5)

Comments:

- ◆ Great team with a good variety of experience.

Attachments:

ATSPT Roster