Knowledge Management Committee Business Meeting -
Wednesday 5/9/18 - Oklahoma City, OK
Draft Meeting Notes

1. **Welcome** - Commissioner Victoria Sheehan (NH), chair of this new committee, welcomed the members and gave brief remarks about her expectations of the committee and its importance to the member departments.

2. **Member Introductions** - There were twenty three members present and two participated remotely. Each member introduced themselves, noted where knowledge management was located within their departments, and stated their expectations of the new committee.

3. **AASHTO Overview** - King Gee, AASHTO staff liaison to the committee gave an overview of AASHTO and its new committee structure.

4. **Committee Documents** - Leni Oman (WA), chair of the knowledge management working group, presented the organizing documents and the draft documents for the new committee that the working group developed for the committee to consider:
   a. Briefing paper (background)
   b. Draft Purpose Statement
      After a brief discussion, a motion was made (AK) and seconded (TN) to adopt the purpose statement as presented. The motion passed.
   c. Draft Charter
      After a brief discussion and edits proposed, a motion was made (TX) and seconded (CA) to adopt the committee charter as revised. The motion passed.

5. **Committee Milestones** - King Gee (AASHTO) reviewed the list of documents that are due to the Strategic Management Committee (SMC):
   a. Purpose Statement as adopted - will be presented to the SMC for approval for inclusion in the AASHTO Governing Documents
   b. Charter as adopted - will be presented to the SMC for approval
   c. Strategic Plan - to be developed and submitted to the SMC by August 1st
   d. Annual Action Plan - due annually to the SMC by August 1st
   e. Annual Report of Accomplishments - due annually to the SMC by August 1st

6. **Committee Organization and Practice** - Commissioner Sheehan presented the structure and notional ideas for advancing the work of the committee:
   a. Officers and Steering Committee Membership: a vice chair will be appointed from among the committee members, along with two members from each of the four regions to constitute the CKM Steering Committee
   b. Three Task Forces will be established to initiate the work of the committee: 1) committee website, 2) strategic communications, and 3) research
   c. Anticipated activities: 1) committee webpage that would also serve a community of practice, 2) possible survey of the state DOTs, 3) meetings and webinars, 4) research opportunities and resources

7. **External Coordination** - the following external organizations gave brief presentations on their knowledge management activities and products:
   a. TRB Task Force on Knowledge Management - Frances Harrison (Spy Pond Partners)
   b. NCHRP - Leni Oman (WA)
   c. FHWA Knowledge Management - Carin Michel (FHWA)
8. Next Meeting - the next meeting of the committee will be in the spring of 2019, again in conjunction with the Agency Administration Managing Committee.

9. Adjournment - Commissioner Sheehan adjourned the meeting at 12:05 p.m.

Attachments:
- Adopted Purpose Statement (following below)
- Adopted Charter (see separate document)
Committee on Knowledge Management Purpose Statement
Adopted May 9, 2019

The Committee on Knowledge Management shall provide a forum for collaboration among Member Departments for the exchange of information, industry standard practices, experiences, and emerging approaches and concepts related to knowledge management. This includes development of policy, principles, strategies, and guidance used by agencies to plan, create, identify, collect, organize, preserve, disseminate, share, generate, and apply critical Member Departments’ tacit and explicit knowledge. The committee will focus on facilitating and promoting strategies and practices necessary for a Member Department to retain, manage, share, and develop relevant knowledge between employees, consultants, contractors and other partners to support the Member Departments’ mission, strategic planning and goals, work, innovations, and evolution. The Committee shall also promote the development and implementation of knowledge management within Member Departments. The Committee shall identify and report matters of national interest to the Agency Administration Managing Committee.