Committee Summaries and Charges

General Requirements for All Committees

Committee Attendance and Participation Requirement

All selected and approved volunteers will participate in a two-year term from 2017 through 2019. Committee participation by our volunteers is invaluable to IPI, and all participants must be members in good standing. Committees are most effective and productive when all members participate during committee meetings, as described in the relevant participation and level of effort defined by the committee’s workplan. In the event a committee member is not able to participate in a meeting, it is his/her responsibility to notify the Committee Chair(s) of the absence. Non-attendance at scheduled committee meetings and/or lack of participation in activities may result in removal from the committee.

Awards of Excellence

*Staff Liaison:* Lauri Chudoba

*Committee Charge:*

The Awards of Excellence Committee solicits formatted entries for each of the Awards of Excellence categories for the annual competition. It selects winners in each category based upon published criteria. Members of this committee are to be drawn from universities, cities, airports and hospitals who are very experienced parking operators in addition to engineers and/or architects with parking structure design and rehabilitation experience.

*Participation and Level of Effort:*

Volunteers will commit to 100 percent participation for scoring the entries submitted and will review according to the proposed timeline. The committee will work to review and update entry criteria to be pertinent and relevant to each year’s competition. Scheduled conference calls are held to update the criteria and judge the submissions, which take place over both email communication and up to three conference calls, typically in the August to January timeframe.

Conference Program Task Force

*Staff Liaison:* Kathleen Federici, M.Ed

*Task Force Charge:*

The Conference Program Task Force has the responsibility of obtaining quality speakers and relevant topics for the association’s educational session programs at the annual IPI Conference & Expo. This task force will review submissions as well as rank them, and finalize the conference education schedule. Task force members will be fielded from experienced parking professionals with the background and expertise to guide educational session selection at the conference. Active CAPPs or
other professional designations, e.g. AIA, PE, LEED AP, PMP, etc., are encouraged to join this task force.

**Participation and Level of Effort:**

This task force is a working committee for approximately six weeks in the fall. During that approximately October/November timeframe, the task force is tasked with rating the IPI speaker submissions for the annual IPI Conference & Expo. This task force will rate, select, and place speakers into the annual conference education schedule. 100 percent participation is required.

**Education Development**

**Staff Liaison:** Kathleen Federici, M.Ed.

**Committee Charge:**

The Education Development Committee will actively seek out opportunities to develop, deliver and evaluate effective professional development products, trainings and educational opportunities to support the advancement of the parking profession in alignment with the CAPP Role Delineation Study. Committee members will be fielded from experienced parking professionals with the background and expertise to guide educational content.

**Participation and Level of Effort:**

The committee hosts monthly conference calls during the two-year cycle, with dedicated subcommittees to address specific projects. Committee members will contribute both content and review for professional development products, trainings and educational opportunities.

**IPI-DataEx Working Groups**

IPI has launched a new standard in parking. Working groups are currently engaged in an effort to define a uniform, functional data standard for North American companies and maintain it as a living standard that adapts as the marketplace evolves. This standard will become the new lexicon for the parking industry, providing a common language and data definitions to enhance the customer experience.

**Participation and Level of Effort:**

IPI is currently forming working groups that focus on Parking Location, Parking Rates, and Parking Occupancy and Utilization. These working groups will engage in conference calls during the two-year cycle. Committee members will contribute both content and review of standard items.

**Membership and Community-Building**

**Staff Liaison:** Tina Altman and Helen Sullivan, APR, Fellow PRSA

**Committee Charge:**

The Membership and Community-Building Committee provides direction and assistance for recruiting new members to the organization, develops retention programs, and provides guidance on periodic membership surveys. Additionally, it identifies prospects and ensures that there is an
initiative to welcome them, and their ancillary organizations, into our membership. The committee is also responsible for the first timers/new member orientation at the IPI Conference & Expo each year. An added component for 2017-2019, committee members will be actively involved in sector-specific ShopTalks, and new community-building initiatives.

*Participation and Level of Effort:*

The committee hosts monthly conference calls from September to May/June during the two-year cycle, with dedicated subcommittees to address specific projects. This is an ideal committee for members who are comfortable making phone calls to welcome new members, reaching out to prospective members, exploring innovative ways to engage current members and generally serving as ambassadors for IPI. Committee members will participate on monthly calls, as well as engage on a more regular basis with the co-chairs and liaisons on specific projects.

**Parking Matters**

*Staff Liaison:* Helen Sullivan, APR, Fellow PRSA

*Committee Charge:*

IPI’s *Parking Matters®* Committee provides leadership and guidance on the *Parking Matters* program, IPI’s industry-wide program for advancing the parking profession, particularly to external audiences. The committee also works collaboratively with the Safety & Security Committee to address issues related to the Parking Safety Matters public service campaigns. In addition, members are often called upon to participate in topic-specific subcommittees.

*Participation and Level of Effort:*

The committee hosts monthly conference calls from September to May/June during the two-year cycle, with dedicated subcommittees to address specific projects. Committee members will participate monthly on these planning calls, as well as engage on a more regular basis with the co-chairs and liaisons on specific projects.

Committee members may be called upon for media interviews, to provide expertise in articulating industry issues, shape messaging priorities, and in identifying story angles for media. Committee members are also responsible, with staff, for criteria, promotion and judging of the annual *Parking Matters* Marketing & Communications Awards. A focus of 2017-18 will be IPI’s initiative on making parking more accessible for persons with disabilities and addressing disabled placard abuse.

**Parking Research**

*Staff Liaison:* Rachel Yoka, CAPP, LEED AP BD+C

*Committee Charge:*

The Parking Research Committee identifies issues of significance to the parking and transportation industry to advance the profession. Committee activities including generating publications for the website’s Resource Center and the magazine, and participating in IPI’s Parking Analytics series.

*Participation and Level of Effort:*

The committee hosts monthly conference calls from September to May/June during the two-year cycle, with dedicated subcommittees to address specific projects. Committee members will participate monthly on these planning calls, as well as engage on a more regular basis with the co-chairs and liaisons on specific projects.
The committee hosts monthly conference calls from September to May/June during the two-year cycle, with dedicated subcommittees to address specific projects. Committee members will contribute to collaborative articles, presentations and publications on the Parking Analytics series, and additional areas of research.

**Parking Technology**

*Staff Liaison:* Rachel Yoka, CAPP, LEED AP BD+C

*Committee Charge:*

The Parking Technology Committee provides technical information to members and member organizations regarding the development of new, cutting-edge technology and how it may be employed in various aspects of the parking industry. The committee develops and promotes educational offerings throughout the year, and is aligned with the ITS Working Group in its charge.

*Participation and Level of Effort:*

The committee hosts monthly conference calls from September to May/June during the two-year cycle, with dedicated subcommittees to address specific projects. Committee members will contribute to collaborative articles, presentations and publications, and additional areas of research.

**Planning, Design & Construction Committee (PDCC) (formerly named Consultants Committee)**

*Staff Liaison:* Rachel Yoka, CAPP, LEED AP BD+C

*Committee Charge:*

The Planning, Design and Construction Committee develops projects, programs and products that benefit the membership in the parking and transportation industry. This committee serves to provide technical expertise on the role and specifics of planning, architecture, engineering, finance, and construction in the industry.

*Participation and Level of Effort:*

The committee hosts monthly conference calls from September to May/June during the two-year cycle, with dedicated subcommittees to address specific projects. Committee members will contribute submissions for the consultant column in the magazine as well as contribute to collaborative articles and other projects throughout the year.

**Professional Recognition Program**

*Staff Liaison:* Lauri Chudoba

*Committee Charge:*

The Professional Recognition Program Committee reviews formatted nominations and selects winners of the following annual awards: James M. Hunnicutt, CAPP, Parking Professional of the Year; Parking Organization of the Year; Emerging Leader of the Year; Parking Supervisor of the Year; and Parking Staff Member of the Year.
Participation and Level of Effort:

Volunteers will commit to 100 percent participation for scoring the nominations submitted and will review according to the proposed timeline. The committee will work to review and update entry criteria to be pertinent and relevant to each year's competition. Scheduled conference calls are held to update the criteria and judge the submissions, which take place over both email communication and up to three conference calls, typically in the August to January timeframe.

Safety & Security

Staff Liaison: Stephanie Santoro and Cindy Campbell

Committee Charge:

The Safety & Security Committee is tasked with the responsibility to provide specialized safety, security, and crisis management information and guidance to members and the parking and transportation industry. The committee also works collaboratively with the Parking Matters Committee to address issues related to the Parking Safety Matters public service campaigns.

Participation and Level of Effort:

The committee hosts monthly conference calls from September to May/June during the two-year cycle, with dedicated subcommittees to address specific projects. Committee members will contribute to collaborative articles and additional topics as they related to safety and security.

Sustainability

Staff Liaison: Rachel Yoka, CAPP, LEED AP BD+C

Committee Charge:

The Sustainability Committee is tasked with creating and investigating projects and programs that educate, inform and benefit the parking and transportation industry regarding sustainable practices. The committee will work collaboratively and represent IPI with other organizations, including the USGBC, to promote and advance environmental initiatives, including the Parksmart Certification Program.

Participation and Level of Effort:

The committee hosts monthly conference calls from September to May/June during the two-year cycle, with dedicated subcommittees to address specific projects. Committee members will contribute one column per volunteer cycle for the Green Standard in the magazine as well as contribute to collaborative articles throughout the year, with a special focus on the Sustainability issue. Committee is also responsible for the update and promotion of the Green Star Exhibitor Program at annual conference.