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ATSIP Executive Board Meeting

AGENDA

Wednesday, October 21, 2009

Via Teleconference - 1:00 pm Eastern Time

1. Call to Order, Attendance/Quorum, Introduction (Bob Rasmussen)

Meeting called to order at 1:03 pm by Bob Rasmussen

Attendees:

Officers (Voting):

Rasmussen, R. Robert

Shirazi, Hadi

Falb, Scott

Scopatz, Bob

Vecchi, Joan – by proxy to Bob Rasmussen

At Large Board Members (Voting):

Carpenter, Ken

Cook, Larry

D’Oronzio, Pete

Kerns, Tim

King, Nils

Pollock, Marty

Rich, Steve

Vanlaar, Ward – by proxy to Bob Scopatz

Parliamentarians (non-voting):

Davis, Jim

Zimmer, Ralph

Other attendees (non-voting):

Florey, Martha

Paddock, Dick

Emery, Joyce

2. Minutes (Bob Rasmussen)

----- Approval of Minutes from September 16, 2009 Executive Board Meeting

MOTION

Bob Scopatz moved to to approve the minutes of the September 16, 2009 Executive Board Meeting

Ken Carpenter Seconded

Motion approved

Review Forum General Meeting notes of July 15, 2009

Bob Rasmussen asked for all comments to be sent to Bob Scopatz by Friday October 30th.

3. NSC Finances (Bob Rasmussen)

NSC will no longer be participating in our conference calls.
A formal letter was sent to John Kennedy to forward the funds.

4. 1st Vice President's Report (Hadi Shirazi)

Hadi reported that we need to work on the e-mail lists to get something up to date so we can send e-mails to prospective members and attendees for the 2010 Forum. We're having a lot of bounced-back e-mails and a fairly large number where the physical address is bad as well.

Bob Rasmussen recommended that we go back through the 2009 and 2008 lists of attendees, perhaps as far back as 3-4 years. That will give us a better list to work from.

5. Committee Reports

Best Practices (Tim Kerns)

Nothing to discuss at this time

Certification & Professionalism (Larry Holestine)

Do we want to continue this effort? Bob Rasmussen has not heard from Larry Holestine in months. Marty Pollock said that we should try to keep this going on the back burner. It was pointed out that Larry is the holder of all the materials on this.

ATSIP Strategic Planning (Tim Kerns/Larry Cook)

We do have some help lined up. A first draft will be ready in the next month.

Jim Davis said that he has done some work on the Business Plan and that could be shared with the Strategic Planning group. Jim is also getting more accurate up-to-date numbers from Hadi Shirazi for the Forum. It is clear already that we have to control AV costs and food costs. NHTSA would expect the projectors to be returned to them and Bob Rasmussen is going to ask for the use of those items for the Forum. Bob Rasmussen will continue to pursue that issue with them.

Data Quality & Improvement (To Be Named)

Please send suggestions or volunteers to Bob Rasmussen.

Policy/Positions & Resolutions (Ken Carpenter)

No report

6. Liaison Reports (Not invited)

7. 2010-2011 Nominating Committee (Joan Vecchi)

Bob Rasmussen reported that Joan has received two names as possible nominees so far.

8. Web Site Progress (Dick Paddock)

TSASS is switching over to fiber optic connection to the internet. All of their IT addresses will be changing and the ATSIP.org and the trafficrecordsforum.org sites will be hosted on their server.

They downloaded the current ATSIP website and received archival content for several past years. They are trying to reconstruct the past content as best they can. As of Monday, the site will go back up with only minimal alterations (removal of NSC logo and references/contacts). They'll put together some samples for people to look at candidate website themes. They'll move all the content into the new theme that ATSIP picks.

There is a membership list, forum registrations, rosters, etc. Connie Boudreau consolidated it all into one master data table. Around the 1st of November, they hope to be in a position to have people come to the website to correct their contact information. Each individual will get a secure ID and invitation via e-mail from TSASS.

They have informal okay to use the Section 408 database of contact information. There are about 3000-4000 names in that list. Some is out of date, but it is at least a starting point if we want to do a mass e-mail to the possible member/attendee base.

Also starting a live site for the traffic records forum. Scott Falb and the program team will have the ability to add/edit the program grid. The system will end up being more like the TRB system where people can personalize their program. This lets us get out of printing programs and keeps us able to make changes right up to the day of the Forum.

Dick Paddock asked who is our membership director at this point? Marty Pollock offered to send the list of members/attendees that he has been working from so the lists can be compared.

Pete D'Oronzio has taken the lead on our vendors and sponsors committee. He asked for a section on the website for vendors & sponsors information. Dick Paddock said that the website will give each subcommittee chair the ability to upload and edit content. Pete D'Oronzio said that he'll wait on the vendor/sponsor efforts until the webpage is ready for potential vendors and sponsors to look at. It would be nice to have a "services offered" space for vendors who sponsor us.

Dick said he is disappointed in the content returned from NSC. Much of the information that was originally given to NSC is no longer in the archives. Dick said he may be able to resurrect some of that from backup tapes that he has.

Bob Rasmussen said that the USDOT TRCC would like to have a representative on the Forum Planning committee. Scott Falb reported that two Feds were in attendance on the Monday phone call, but he wasn't sure if either was officially representing the USDOT TRCC. Bob Rasmussen said he would check.

9. 2010 Forum Update (Scott Falb/Dan Magri/Hadi Shirazi)

Hadi Shirazi asked about the Wednesday 1pm wrap-up time. It would be better for costs. Also they are waiting for the call for presentations.

Scott Falb said that the call for papers will go to Hadi and Dan soon.

The Forum Planning committee met on Monday.

- Proposed tracks for sessions
 - o Law enforcement
 - o Engineering
 - o Policy (states and federal)
 - o Research
 - o Regional issues
 - o TRCC session

- Key note speaker is in the works
- Two plenary sessions
- Two luncheon speakers
- Performance measures is a hot topic
- Data Quality also is important
- Need to get CDC involved
- Plan to have another Town Hall meeting – hope that the Feds will host
- Perhaps a TRCC town hall meeting (especially if the Feds aren't going to hold one)
- Discussed ways to get the media to attend
- Get into newsletters from our constituency groups
- Dan Magri reported that there would be an ad-hoc committee room available
- Discussed whether or not NHTSA would provide projectors, but would still need screens
- Discussed the possibility of the Boy Scouts do the flag presentation
- Local dignitaries – Dan is working on that
- Discussed having Jim Champaign as one of the speakers– Dan Magri is working on that

Dick Paddock asked us to give thought to find sponsors for sessions. There were two sponsored sessions this past year and that opened the possibility for covering travel and for covering a teleconference cost in order to have one presenter there who couldn't attend otherwise.

Martha Florey said that the remote speaker worked very well and the session feedback was positive. Martha said that the projectors need not go back to NHTSA as per the normal rules. If the equipment is used for the purpose that it was originally intended. After the stuff is of no value to the Feds, they don't really want it back. That's actually in the Federal Register. Martha will supply Bob Rasmussen the Federal Register notice reference. Per an e-mail from Karen Scott to Bob Rasmussen, an OMB circular reports that a 3rd party may be able to purchase the equipment at fair market value.

Scott Falb said that he was very happy to have all the material that Martha Florey passed on to him from last year's experience. He will be sure to pass them along to the next person.

10. Dues and Forum List (Bob Rasmussen)

Bob Rasmussen said that he knows that we have to handle this better than it has been handled in the past. We have approved the idea of going to annual dues running from January to December. Once we have reasonable lists of members/attendees, we can send out a request for 2010 dues, and then we'll just repeat that effort annually.

Bob Rasmussen would like to generate some dues cards or some recognition that the dues have been paid. The general discussion was in favor. Pete D'Oronzio said that it would also be good to have a way to check whether one is current on dues. There was general support for that idea as well. Bob Rasmussen will put together a mock-up for Board approval.

11. 501(c)(3) Discussion (Bob Scopatz)

PROS:

Contributions and donations to us are tax deductible for the donors (very important to some sponsors)

Eligible for some grants that are restricted to 501(c)(3) organizations

Legitimacy in dealing with sponsors/donors

Exempt from fed/state corporate income tax

Possible higher threshold for unemployment tax liability

Discount on bulk mailings

Employee benefits open to non-profits (group life, health, pension plans, etc)

Reduced rates for media (PSAs)

CONS:

Paperwork and costs associated with filing

May require guiding documents to be edited

May require actual changes affecting provisions of the Constitution (i.e., could require a vote)

Must be very careful about "endorsements", especially of political candidates

Careful accounting and disclosure are required to maintain tax exemption (i.e., may have to hire legal and accounting services)

Bob Rasmussen asked Bob Scopatz to put together a step-by-step outline of the steps and costs involved. Also the cost of a CPA.

NOTE: in post-meeting e-mail discussion of the first two points under the "Cons" Ralph Zimmer pointed out the following:

- 1) *There are inconsistencies between the Constitution and the Articles of incorporation*
- 2) *These will need to be addressed regardless of whether or not we pursue 501(c)(3) status.*
- 3) *Pursuing 501(c)(3) status may make it more imperative and it may force us to take a vote revising the new Constitution*

These points have been added to minutes to clarify the above discussion even though this discussion took place outside the meeting context.

12. DOT TRCC Meeting September 25, 2009 (Bob Rasmussen)

Bob attended the meeting via teleconference. They asked him where ATSIP was headed. They came up with some action items that ATSIP would have to address. Because the new assessment program is starting, they would like to have a list of experts. There will be a bit of training.

Also need to review the liaison list.

They want to obtain approval for ATSIP's regional TRCC structure chart to be placed on the USDOT TRCC website.

Would like to have links from ATSIP to the USDOT TRCC website, especially for training opportunities.

Executive Committee of the USDOT TRCC has action items to:

- Provide us with audit procedures requirements. There are two circulars that we need to read, and a CPA has to certify.
- Identify the legal process for federal equipment loan to ATSIP for the Forum
- Plan to promote the Forum nationally and internationally
- Want to include ATSIP in the standards committee.

13. GHSA Executive Board Meeting December 9-10, 2009 (Bob Rasmussen)

Bob Rasmussen has been invited to the Executive Board meeting to talk about ATSIP and how the two organizations might be able to help one another. He has the floor for about 20 minutes.

14. New Business (Bob Rasmussen)

Bob Rasmussen has put in the application for us to have a meeting room at TRB for a meeting of the Executive Board January 9, 2010. There aren't any formal plans for Friday night, but we can do something ad hoc. Anyone who plans to be there that night, we can just informally meeting or have dinner.

Pete D'Oronzio said we should establish a central phone number for ATSIP that could be forwarded to people. A central clearinghouse number. Also, we need to develop a central repository for documents. Also would like to take a look at how sponsorship was handled in the past and change it. Pete will bring a new plan to the next meeting.

Nils King said that he is concerned that we do not know what our operating budget is. Bob Rasmussen said that at the last statement, the balance was in the low 20-thousands range. We are hopeful that is still a good number. Nils said that we need to take a look at what we estimate as income from the 2010 Forum.

We will begin the discussions of the 2011 Forum soon.

15. Next Meeting – November 18, 2009 1:00 pm Eastern

16. Adjourn

**MOTION:
Nils King moved to Adjourn
Second: Steve Rich
Motion Passed**

Meeting adjourned at 2:27 pm Eastern Time.

Respectfully submitted:

Draft 10/21/2009 – RAS
Revised 11/15/2009 -RAS