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ATSIP Executive Board Meeting

Meeting Minutes

Wednesday, November 18, 2009

Teleconference - 1:00 pm

Attendance:

Voting

board members and officers:

Rasmussen, Robert - President

Shirazi, Hadi – 1st Vice President

Falb, Scott – 2nd Vice President

Scopatz, Robert - Secretary by proxy to Bob Rasmussen

King, Nils

Madill, Chris

Vanlaar, Ward by proxy to Bob Rasmussen

Cook, Larry by proxy to Bob Rasmussen

Non-voting:

Ralph Zimmer

Jim Davis

Dick Paddock

Karen Scott

Joyce Emery

Bob Rasmussen called the meeting to order at 1:03 pm with a quorum

Minutes of 10/29 meeting

MOTION:

Nils King Moved to approve the 10/29/2009 minutes as written

Scott Falb Seconded

Motion Approved

1st VP Report.

Waiting on check from NSC from Bob \$24,000; waiting on accounting.

IRS 990 form (Ralph noted) – has to be done every year if your organization collects membership dues. Looking into costs to have someone prepare. Will need to be filed by May. Has been talking to Operation Lifesaver in LA. Costs them \$2,000.

Bob Rasmussen reported that we need to do an audit done to be eligible for federal funds. We may be able to combine with the IRS 990 process.

Hadi reported that the Operation Lifesaver has the 990 form by an auditing firm so perhaps that \$2000 includes both the form preparation and the audit. He will get a more exact cost from them.

Jim Davis said that he is drafting the Business Plan. He asked Hadi to provide a budget for the TR Forum for this year and what an ongoing budget would look like.

Hadi Shirazi said that the ATSIP web site needs a link to registration site

Liaison Reports

Karen Scott – recent DOT TRCC meeting. Had a presentation on the National Information Exchange Model (NIEM). NHTSA is looking at getting involved with NIEMS.

Karen met with contracts about 2011 procurement – needs plan from ATSIP.

NHTSA is holding their first webinar in January – will cover most common mistakes in grant applications.

The DOT TRCC will be sending out informational e-mail on website; requesting info on desired future webinar topics and what you'd like to see on the website.

Committee Reports

No reports on Best Practices, Policy Positions/Resolutions, or Professionalism/Certification.

Strategic Plan 1st draft sent yesterday (11/17/2009). Needs input; send comments to Tim Kerns & Larry Cook. This document is required, along with a business plan, for us to get federal funding for 2011 and beyond.

Data Quality – Bob Rasmussen asked Scott Falb to send the latest documentation that the group put together.

TRCC contact list – Chris Madill (working with Marty Pollock) – Chris handling West (NHTSA regions 6-10), Marty handling East (NHTSA regions 1-5). Region coordinator in each NHTSA region to maintain list of contacts in each state. By January will have a full contact list. Replacing coordinators in two regions (due to retirements). Building a network for communications with USDOT TRCC and others, and for ATSIP's contacts with the states. Scott Falb asked Chris to send Iowa's information to him or Joyce Emery since Bob Thompson is out sick.

ATSIP Website

Dick Paddock reported that the ATSIP website is up. His staff is still digging through 12Gb of files that were provided by NSC. The Traffic Records Forum site is up in skeleton form. Dick asked Hadi Shirazi to send him information on the 2010 Forum. They have put the call for presentations on the Forum website. They are setting up presentation submission form for e-mail to Scott.

They have contributions of contact information – working on building a master list. Will be sending e-mail asking people to verify database information. Near 3,000 names.

Looking for content, suggestions on web pages. Have brought in information that was easy to retrieve from past TRF. Working on organizing past forum presentations. Building database for TRF program (like TRB to some extent).

2010 TRF information at LA Transportation Research Center. Will link to LA site for registration.

Can put Dues form, notices up when it's decided what those should be.

Bob Rasmussen and Dick will talk about membership forms and the like. Can use paypal. Connie Boudreaux from Louisiana is currently tracking dues.

2010 Forum – Scott

Scott Falb reported that his committee will meet right after Thanksgiving. He has sent presentation application information to Dick Paddock for the Website. As Dick mentioned, the website will allow electronic submission of presentation proposals to Scott; Committee will review them.

The call for presentations is out. Will be e-mailed to recent TRF attendees. Have asked Ralph Craft to be the keynote speaker. Pete will work on vendors; IT presentations.

Dick Paddock said that he will add pointer to paper submissions to e-mail on confirming info. Will coordinate with Dan Magri on second round of "save the date". E-mail to be out in a week or so.

Dues & Forum Lists

Dues card – Bob Rasmussen has taken the ATSIP logo to a printer friend to see about creating a dues card.

501(c)3 status

Bob Scopatz is working on collecting information on that.

Will cost money. When there's an estimate will send for approval.

Bob Thompson (Joyce)

Joyce Emery reported that Bob sends greetings & Thanks. Has been home about 2 weeks; will get laptop from work soon, so he'll be able to get e-mail. He's recovering – will take several more weeks.

Ralph Zimmer said that he talked to Bob last weekend. Bob has made a hotel reservation for TRB, but not sure he can make it. (travel funding is also a problem).

New Business

Have a room in the OMNI (but will not work for us) for January meeting. HF workshops have moved to Saturday – will pinch things.

Next meeting December 16, same time.

MOTION:

Hadi Shirazi moved to adjourn

Scott Falb seconded

Motion approved

Meeting adjourned at 1:43 pm

These minutes are based on meeting notes provided by Jim Davis and supplemented with a review of the audio record provided by Virginia DOT.

Submitted as Draft 12/8/2009_R. A. Scopatz, Secretary