

**ATSIP Board meeting
March 18, 2009**

Conducted via conference call

Meeting Attendees:

Voting:

Bob Scopatz
Joan Vecchi
Bob Rasmussen
Jana Simpler
Dan Magri
Hadi Shirazi
Jim Davis
Nils King
Scott Falb
Chris Madill
Martha Florey
Bob Thompson
Marty Pollock

Proxies:

Carl Gonder to Martha Florey

Non-voting:

Sean McClaurin
Karen Scott
Jackie Beatty
John Kennedy
Joyce Emery
Ralph Zimmer

Bob Rasmussen presiding

1. Call to Order:

Meeting called to order at: 1:05 pm EST

Bob Scopatz reported that there are 15 votes represented, which is a quorum.
<correction, the final count was 14 votes represented>

2. Approval of January 10, 2009 Minutes:

Bob Rasmussen asked if there were any corrections: None

Motion: Scott Falb moved to accept the January 10, 2009 minutes

Second: Chris Madill 2nd

Motion passed

NSC deferred their report to the 2009 Forum discussion

3. First VP report:

John Carrico has resigned from KSP and has resigned from the board as well.

Bob Rasmussen reported that he had received a list of who has paid their dues and who has not. He asked for people to check the accuracy and verify if they did pay or not.

John will be missed.

4. LIAISON Reports:

Nothing from NHTSA now, it will all be covered in the 2009 Forum discussion.

No other liaisons present

5. BEST PRACTICES:

Tim Kerns not present. He sent word to Bob Rasmussen that is only one submission to date.

6. PROFESSIONALISM

No report

7. STRATEGIC PLANNING

Jana was off the phone at this point. No report.

8. DATA QUALITY:

No report

9. TRCC WORKING GROUP

Nils King reported that for NHTSA Region 5, one state will send nobody and the other three states will be sending someone

Martha said that she was hoping for help with the plenary session on TRCCs.

Maybe we need a committee?

Marty Pollock said that there are several documents out on the Transition website:

- Have people working on the regions to get some idea of attendance
- Chris Madill said that he has contacted Region 6 but hasn't heard back. He said that NSC was going to give them a list of contacts by state. Marty and Chris got their contacts for their states, but didn't get the contacts for other states. He said that this was something Dave Bozack had been working on.

- John Kennedy said they haven't found anything in Dave's files on that.
- Chris Madill asked if NSC can provide the full list of names? Jackie Beatty said that Marty should have the list now. Marty said he didn't get it. Jackie will send it again today.
- Marty said that he got a partial list of the TRCC coordinators in each state. Martha said that the list online at NHTSA is not accurate. She's trying to put all the information into a form that's usable and will send it to Marty. It includes the NHTSA regions, FHWA centers, for each state's name.
- Karen Scott asked what was out on NHTSA's website. Martha said it's out on the TSASS website. That's a link from NHTSA's website.
- Marty asked if anyone has had a chance to look at the question that are out there on the website. Please go out to the website that Pete put together:
<http://www.TrafficRecordsForum.org>
- Bob Scopatz made a general plea for people to go to that website and give us some feedback!
- Marty suggested that the questionnaires be due back by the end of April.

10. NOMINATING COMMITTEE:

Joan Vecchi said that they were trying to get this done as late as practical because of the transition, and that has caused somewhat of a bind because neither the 1st or 2nd VP would be with ATSIP next year..

To deal with the problem, Joan has asked her committee for concurrence, and then asked Bob Rasmussen to take on another year as President. He has agreed pending approval of the board. Joan has agreed to stay on as past President and perform the Nomination duties again next year. Hadi Shirazi, agreed verbally at this point to be the 1st VP candidate. Scott Falb is awaiting the okay from his superiors to become 2nd VP. Bob Scopatz would stay on as Secretary.

The slate of officers is:

Past President: Joan Vecchi

President: Robert (Bob) Rasmussen

1st Vice President: Hadi Shirazi

2nd Vice President: Scott Falb

Secretary: Robert (Bob) Scopatz

For the remainder – the board slate would be:

2011

Ken Carpenter

Steve Rich

Jana Simpler

Larry Cook

2010

Tim Kerns
Chris Madill
Nils King
Ward VanLaar (filling vacancy created by Scott Falb moving up)

2009
Marty Polloch
Carl Gonder
Rocco Domenico
Pete D'Oronzio

Ralph Zimmer said this needs to be posted by March 17th if the annual meeting is July 17, or by today (March 18th) if the annual meeting is July 18th. That is required if we are to keep with our constitutionally established schedule.

Bob Rasmussen asked if this takes a vote of the board to go out. Jim Davis said it does not require a vote of the board.

Jim Davis said the board might need to vote to wave the restriction on board members serving more than two consecutive terms.

Ralph said that under the present constitution, the board does not have the authority. Ralph said that he believes that the board will authorize he and Jim Davis to revise the constitution. He said that we should move ahead with the nominations as proposed, but that before the election happens, the constitution will be amended before the annual meeting.

Ralph also said that when the list of nominations is published, we need to be sure that people know that there's the right to nominate by petition. And the clock is running on the nomination-by-petition period.

Bob and Joan will send the list to Jackie.

Jackie will send a mass mailing or pointer to the web to entire membership.

11. NEW BUSINESS:

- 1) Amendments to the Constitution: Ralph and Jim are willing to draft amendments to the Constitution. They will bring a product back to the board for a vote.
Timeline: By the May meeting they will produce some draft language.
- 2) Interim 1st VP: Hadi Shirazi has been asked if he would be willing.

Motion: Scott Falb moved that Hadi Shirazi be named as interim 1st VP for the duration of the current term.

Second by Nils King.
No discussion. Motion passed.

- 3) No new applications for membership
- 4) Request from Bob Scopatz for his participation in the TIRF working group on DUI system improvements. Rough cost of \$1200. Martha asked for a formal report on the meeting. What were the major points addressed. Bob Scopatz agreed that that should be required.
Motion: Martha Florey moved that ATSIP funds be used to pay for this travel.
Second: Marty Pollock seconded.
No further discussion. The motion passed.

Martha said she would document a procedure.

12. 2009 FORUM

National Safety Council report: John Kennedy presenting:

They have started taking online reservations. Participants **MUST** call the Biltmore in order to get the special rate. There is a discount to all who wear their meeting badge in the restaurants.

They have sent an e-mail to their contact list throughout the county and will send it out again in late April.

They have had 7 exhibitors sign up already.

They have been in touch with CARFAX as well to see if they will sponsor again this year.

Still looking for sponsors for the tote bag.

Need the AV requirements in advance.

The cutoff for presentation submissions was Monday. They need speakers for the lunch on Monday.

The brochure to be mailed in May still has some information missing.

The roles and responsibilities e-mail went out earlier today.

They don't have registration figures yet. They'll start tracking as of April 1 and do a weekly tally to compare against last year.

59 room nights have been booked already at the hotel.

NHTSA report: Karen Scott Presenting.

Tentative 2009 Forum Attendance:

19 NHTSA employees who will attend the conference in July, I still am waiting on a couple of divisions to report back to me. I have also requested a tentative head count from FMCSA and FHWA as well.

The regions or field offices that Karen has heard from are as follows:

FMCSA Field office: - VA - 4
NHTSA Region 4

Alabama will be sending 7 - 8
South Carolina - 2
Tennessee - 3
Florida and Georgia (hoping for information later in the day)
Total: 13

NHTSA Region 6
New Mexico - 6
Louisiana - 7
Texas - 2
Oklahoma - 2
Mississippi - 5
Total: 22

NHTSA Region 9 - sending 1 person
California and Arizona)hoping to have information later in the day)

Review Team:
Craig Morris of Research & Innovative Technology Administration and DOT TRCC Representative will assist in reviewing the presentation submissions. Craig's experience is in mathematical statistics, human factors, and all aspects of transportation safety and risk analysis. Craig often attends and presents at the Traffic Records Forum.

Marketing:

We have been aggressively marketing the Forum through the DOT TRCC, regions and State safety offices. We have contacted SAE, CDC, IJIS, DOJ

NCIPC and the NCHS and requested participation in the Forum. We will be marketing or have marketed the forum at the following conference and states: NHTSA's Bi-Regional Bridge Meeting, DC Auto Show and SAE conference, Lifesavers, EMS Today, and at the following State assessments: GA, MA, MT, UT and TN. Marilena will be attending the International Traffic Safety Data and Analysis Group (IRTAD) next week (3/23) and will be providing information on the Forum.

The WHO:

The draft list of the countries was selected in February and sent forward. This list must go through the State Department for visas. Each country has different ways of nominating people to attend the US. Hopefully we will have a body count by the end of March.

2010 Forum:

On February 2, a memo was distributed to the safety fields, regions and partners concerning the Federal support for the upcoming 2010 Forum. It stated:

"Given the complexity of organizing a conference this size, the uncertain impact the economy may have on attendance at this and other conferences and the transitions taking place in ATSIP, the DOT TRCC Executive Committee unanimously endorsed a proposal not to provide funding for the Forum in 2010. "

The Executive Committee will continue to support the 2011 Forum and is waiting for the Transition proposal to be presented by ATSIP.

DOT TRCC: Staff Changes

The FHWA Office of Safety has undergone a minor restructuring. Among other changes, the responsibility for data and traffic records-related issues has moved from the Office of Safety Programs to the Office of Safety Integration. Because of this change, Beth Alicandri has stepped down as DOT TRCC Chair and Mike Griffith will be taking over April 3rd.

Traffic Records Team: Staff Changes

Marietta Bowen of the Traffic Records Team is now the FARS Team leader and sadly is not longer on our team. The TR Team has recently interviewed NHTSA staff that is interested in a detail into the National Driver's Register and Traffic Records Division.

Bi-Regional - Bridge Report:

NHTSA Regions 1 and 2 held a traffic records workshop in Mystic CT on February 25 and 26th. Over 80 participants at the Federal, State and local level attended. Active participation in a positive atmosphere encouraged participant to share candidly and frequently. For a more detailed and informed logistic report please contact Shannon Purdy of NHTSA Region 2.

Program Chair Report: Martha Florey presenting:

Sent out an updated status report this morning to the meeting participants. The acceptance period for session proposals and presentation submissions ended on Monday 3/16/2009.

There are 15 session proposals

4 paper sessions

There are total of 70 presentation proposals

In general, people didn't really follow instructions on their submissions. Martha is working with what she received.

She will schedule conference calls with the review team to select presentations. There are only 24 session slots.

John Kennedy asked when the review team will meet. Martha said she would like to set up those conference calls before the first week of April.

She's got draft instructions for speakers and moderators.

The call for moderators will go out as soon as the instructions are finalized. Anyone who wants to volunteer as a moderator can let Martha know in the meantime.

Jackie Beatty asked if she can get the speaker and moderator instructions to her sooner. Martha said it's going to take some time, but she hopes to have it all done by April 1st.

Arizona TRCC and Arizona DOT has offered to help, with some limitations. They've been hit by budget cuts. They would be willing to participate in the session on coordination of State planning efforts (HSIP, SHSP, TR Strategic Plans, etc.)

Trying to get a tribal opening ceremony.

Opening session will be relatively brief. Keynote is confirmed. After the keynote, we'll go to our plenary on human factors. We're still looking for a luncheon speaker on Monday. It'd be nice to have a Federal speaker if we can.

Wednesday luncheon...if we aren't getting many nominations for the awards, we're not really sure what we're going to do. It's up in the air. Maybe we'll have another speaker if there's no awards to confer.

Plenary sessions. There's an update in the document Martha sent earlier today. Ralph Craft has already organized his session. There's also the TRCC session. Trying to find out if Jim Hedlund can talk about the performance measures.

USDOT has put together a panel with Justice Statistics and Justice Institute. Look at crime, national security and traffic data overlap.

Registration brochure: Still waiting for the award draft.

Training – she'll contact the people who offered training.

John Kennedy asked if NSC can help to send out the notifications of session and presentation acceptance.

13. TRANSITION:

Bob Scopatz presenting

- no progress expected on Strategic Planning
- no progress expected on ANSI D-16.1

Other working groups progress is as follows:

ATSIP Organization

Bob Scopatz reported that a lawyer had been identified in Iowa who advised us to seek simple non-profit status. He said he would do all of the paperwork and application for us for \$500.

Martha Florey suggested that there might be someone who would do the work for free, but that \$500 sounded like a very good price, and that it was less than what lawyers she had contacted said they would charge.

2010 Forum

- Hadi and Dan Magri said that they have been in touch with the Louisiana Transportation Research Center at the University. They have assisted with State, TRB, and AASHTO conferences. They would look into the possibility of hosting the 2010 Forum. The Research Center would issue the RFP, sign contracts, they're set up handle online registrations, etc. Could the board at least let them go out and see what's on the table.

They're thinking about planning a conference for 250 - 300 people or so. That opens up a lot more properties for us. They could at least put the RFPs out. The state would be the sponsoring agency. The properties would have to give us the going state rates. That should lower the costs.

Dan Magri said that Bob Thompson said that he was agreeable to go forward with the Louisiana attempt to get a conference RFP out there.

Motion: Martha Florey put forward a motion to give approval to the states who would like to explore the possibility of a forum of 250-300 people in 2010 in their jurisdiction by putting out an RFP and reporting back to the board as soon as possible, hopefully by the end of April.

Second: Scott Falb Seconded

Nils King said that this gives us the opportunity to investigate the organizational issues independent.

No further discussion. Motion Passed

ATSIP Business Plan:

The business plan produced by Jim Davis is also out on the website.

Bob Scopatz ended by encouraging everyone to go out to the Transition web pages to review what's out there. That website again is: <http://www.TrafficRecordsForum.org>

14. NEXT MEETINGS

Bob Rasmussen said that the following dates were set aside for our next conference calls:

April 15th

May 13th

June 17th

Time would be 1 pm Eastern. Times, dates and call-in number will be confirmed in advance.

Bob also offered to set up additional conference calls for the Forum planning group and the Transition Team working groups as needed.

Motion: Motion to adjourn Martha Florey

Second: Hadi Shirazi seconded

No discussion

Motion carried

Bob Rasmussen closed the meeting at 2:50 pm Eastern Time

Meeting minutes provided by Robert A. Scopatz, Secretary

Draft submitted 3/18/2009

Final version submitted 4/09/2009