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# ATSIP Executive Board Meeting

## AGENDA

Wednesday, October 27, 2010

Teleconferencing, 1 PM Central time (2 PM Eastern)

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**1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)**

**ATTENDANCE:**

**VOTING MEMBERS**

Hadi Shirazi

Scott Falb

Ken Carpenter

Bob Rasmussen

Bob Scopatz

Chris Madill

Kathleen Haney

Marty Pollock

Ward Vanlaar – by proxy to Bob Scopatz

Nils King

**NON-VOTING PARTICIPANTS**

Karen Scott

Angie Schmit

Ralph Zimmer

Bob Scopatz announced a quorum

Meeting called to order at 1:08 pm Central Time

**2. Minutes (Hadi Shirazi)**

----- Approval of Minutes from September 22, 2010 Executive Board Meeting

**MOTION:**

**Nils King moved to approve the minutes from the September 22, 2010 Executive Board Meeting**

**Kathleen Haney Seconded**

**Motion Passed**

**3. 1<sup>st</sup> Vice President's Report**

Hadi reported that we are still obtaining registration fees from the 2010 Forum at this late date. The balance in the account has not changed. Once the registration is completed, we think we will have \$75,000 to \$80,000 in the account. That represents \$25,000 in rollover and membership fees and about \$53,000 income from the Forum. We anticipate having a final dollar amount from Wanda soon.

**4. Liaison Reports**

NHTSA:

Karen Scott reported that Marilena Amoni is retiring as of December 31, 2010. Marlene Markinson (AA for Regional Operations Division) is also retiring December 31, 2010. Dan Smith has started as Senior Associate Administrator for Motor Vehicle Safety. The performance measure report is due out by the end of the year. Assessment schedule is busy through September 30, there are 14 scheduled. John Sigler has been hired in the Traffic Records section. National Driver's Register is modernizing the Problem Driver Pointer System. It will be scalable for future needs/growth. Launch is in March, 2011.

## 5. Committee Reports

### **Treasurer:**

Bob Rasmussen has volunteered to be our Treasurer, at least to get it started. The Board has the authority to appoint a Treasurer. We need to vote for the position.

### **MOTION:**

**Bob Scopatz moved that the Board appoint Bob Rasmussen as our treasurer**

**Ken Carpenter seconded**

**Motion approved**

Ralph Zimmer recommended that the Executive Board interpret the language found in the parenthetical statement in Article IV, Section 1(a) of the ATSIP Constitution to preclude an individual named as the Association's treasurer from GAINING a vote on the Executive Board by virtue of the appointment BUT NOT mandate that the treasurer LOSE his/her existing vote on the Executive Board if he/she is already a voting member of the Executive Board. If the treasurer does have a vote on the Executive Board, he/she, like ALL members of the Executive Board, should excuse himself/herself from any votes in which he/she has a conflict of interest.

### **MOTION:**

**Kathleen Haney moved that we accept the interpretation that the person does not gain a vote by virtue of being appointed Treasurer, nor would they lose a vote if they already have a vote because they are a board member.**

**Bob Scopatz seconded**

**Motion approved**

**Constitution:** Nothing to report.

**Best Practices:** No report

**Certification & Professionalism:** We need a person to volunteer and chair that committee. Bob Scopatz relayed information he got from Larry Holestine that there is a large bank of questions, but there needs to be a certified exam. Bob Rasmussen suggested that we need to bring in some information from perhaps TRB to see if there is any way to get assistance in getting this moved along. Bob Scopatz agreed to contact Larry Holestine to see if we can give the board a written synopsis of the status and what is left to accomplish.

**Strategic Planning:** We need an ongoing Strategic Planning effort to update the existing plan. Chris Madill said that we had a conversation in July about the need for information on the organization to present to our Federal Partners and others. Chris said he has put together a white paper as a justification for an Executive Director position. The position would be responsible for Forum preparation, financial record keeping, and liaison. The ANSI D-16.1 update effort would be included. Hadi said that he'd like to get a copy of that document. Hadi also said he would contact Larry Cook to see if he's interested in continuing as the lead on Strategic Planning.

**Membership/Outreach:** This is a group aimed at getting people and organizations interested in joining with ATSIP and contributing to it. Bob Rasmussen said that we really need to develop a synopsis of what the position should be responsible for. This would include contact with all the Highway Safety Offices and TRCCs, plus companies that would have an interest in us. Besides a chairperson, we need people in the regions of the country to divide the work. First Bob and Hadi need to work with some others to get some ideas. The member lists are pretty much completed (there are another 40 or so people's records to update). We will have a list to work with that includes 800 to 900 people. The dues list is up to date. We need to write up a description of what this is all about and get some others involved, choose a chair.

**Data Quality and Improvement:** Bob Scopatz said he will contact Scott Falb to see what the current status and move forward from there.

**Policy, Positions & Resolutions:** Ken Carpenter said he will continue to collect the issues raised by the Board. Hadi suggested that Ken solicit some assistance from someone else because he will be busy with the Forum.

**6. 2011-2012 Nominating Committee (Bob Rasmussen)**

Bob Rasmussen said he is writing a request for nominations to be sent out. That will go out as a blanket e-mail with a set due date.

**7. Web Site Progress (Angie Schmit)**

Angie said that the current effort is to complete the membership database to get the e-mail addresses updated. There was a lot of duplication last time the list was used, and many of the membership numbers have changed. There are some records that have duplication of e-mail addresses, so we have to use contact ID instead of e-mail address for the login ID. The 2011 Forum information is up on the Forum website. The 2010 information has been moved to the ATSIP website.

**8. 2011 Forum Update (Ken Carpenter)**

Ken said he is planning a "Save-the-Date" e-mail to the distribution list that Angie mentioned. We have talked also about doing a paper mailing, but that has both printing and postage costs. Ken wanted to know how we handle that – should he spend the money and seek reimbursement. Hadi said that for 2010 they set a budget and used DOTD's facilities and reimbursed them. Since North Carolina is not setting up an account for this,

perhaps DOTD would be willing to set up the account. Hadi said we could keep the LA\_DOTD account active. Wanda is still active and she can help Ken if needed. There is money there that could be used to pay for some of these expenses. Does the Board have to authorize this expense?

Bob Rasmussen suggested that we keep things clean financially. Once we are finished with the 2010 Forum, the money should be moved to the Chase account, and then track via journal entering for 2011. Bob suggested that Ken can invoice or send in a bill for expenses. If a bill is over a set amount, it will have to be approved prior to the expenditure. Ken said that he expects that he would probably need about \$500 for printing and about \$350 for mailing, so can we just say \$1000 for the initial outreach

**MOTION:**

**Ken Carpenter moved that we approve \$1000 for initial 2011 Forum Expenses.**

**Bob Scopatz seconded**

**Motion approved – Bob Rasmussen abstained**

**9. 2011 Vendor Update**

No report

**10. 501c3 Status and Further Needs Discussion (Hadi Shirazi)**

Hadi didn't have any new information at this time. He is going to contact the accountant to see if there is anything we need to do for tax reporting purposes and what the schedule is.

**11. 2012 & 2013 Forum Update (Discussion on Method of RFP)**

Ward Vanlaar sent Hadi a sample of how TIRF sets up RFPs for setting up conferences. Hadi is still reviewing it. If anyone has information on states that might want to host. Nils King said that Georgia/Atlanta are interested in hosting in 2012. Hadi Shirazi asked Bob Scopatz to look at the sample that Ward sent.

**12. New Business (Hadi Shirazi)**

**Future Needs as an Organization**

No discussion

**Distinguished Achievement Award (Chair by Bob Scopatz & Ward Vanlaar)**

Bob Scopatz said that he and Ward Vanlaar are going to review the process and see if there are any changes that need to be made based on the last year.

**13. Future Executive Committee Meetings – (November 17<sup>th</sup> and December 15<sup>th</sup>)**

Bob Scopatz suggested that Hadi or himself send a reminder a day or two before future meetings.

Kathleen Haney asked what the date for our meeting during TRB is: January 22,

**14. Adjourn**

**MOTION**

**Bob Rasmussen moved that we adjourn the meeting**

**Scott Falb seconded**

**Motion passed**

Meeting adjourned at 2:13 pm central time.

Submitted for review 10/27/2010, Robert A. Scopatz, Secretary

Modified per corrections received 11/17/2010

Approved as final on 11/17/2010