

April 21, 2010

ATSIP Executive Board Teleconference

Meeting Minutes

Attendance

Voting Members:

R. Robert Rasmussen, President

Hadi Shirazi, first Vice President

Scott Falb, Second Vice President & Program Chair

Robert Scopatz, Secretary

Joan Vecchi, Past President

Ken Carpenter

Larry Cook by proxy to Joan Vecchi

Pete D'Oronzio

Nils King

Chris Madill

Ward Vanlaar

Non-voting:

Ralph Zimmer, Parliamentarian

Meeting Call to Order

Bob Rasmussen called the meeting to order 1:03 EDT

Bob announced that the new Virginia crash system is going live tomorrow.

Approval of Minutes for March 17, 2010 meeting

Hadi Shirazi moved to approve the minutes from the March 17, 2010 meeting

Pete D'Oronzio seconded

Motion Passed

First Vice President's Report

Membership fees received so far: \$400. Hadi will be meeting with the accountant before the next meeting to give us a breakdown.

Have spent \$500 temporarily to set up the account for the forum income.

Got the package today from the CPA. He sent the draft of our application to the IRS. He highlighted the information he needs from us:

- What is our official address? We do not have a permanent staff or place. He doesn't need a phone number for the application. We need to ask the CPA if we're obligated to file a tax return in whatever state we give as an address.
- What is our business year? A: the calendar year.
- Have we adopted our by-laws? A: yes We will give him the narrative of our by-laws
- Narrative description of our activities? A: No
- Are we affiliated with any government agency? A: No
- Do we have a close connection with any entity? A: No, we don't have any financial relationship with any organizations, but YES, we have working relationships with other organizations. What is being asked here? Hadi will ask the CPA.
- We need a "good faith" estimate of our finances. A: Ask him if we have to count the Forum part. We don't know how much profit might come from the Forum.
- For our most recent tax year. A: Ask him if we're supposed to file for 2009, and if so, by when.

Hadi will pursue answers to those questions. He will circulate the answers via e-mail so we can settle issues.

Liaison reports:

None

Subcommittee Reports:

- Nominating Committee is done finalizing the slate. The letter went to Dick Paddock and it's supposed to be e-mailed out to the membership. Ralph Zimmer asked if we had solicited petitions yet? Bob Rasmussen said that is the letter that is due to go out. The deadline is listed in the letter as no later than May 30th. The ballot will be mailed in June. Ralph said those dates should work
- Best Practices nominations have closed. Tim Kerns reported that he has 3 best practice nominations and one web site nomination.

- Distinguished Achievement Award. Bob Scopatz said that he knows of one submission that is in the works but he has not received it yet.

2010 Forum Update:

Dan Magri reported we have 11 people registered to date. The brochure is finalized. They got some minor changes so those will be made and then the brochure will be sent (at least e-mailed). The hard copies will be printed and mailed as well. Dan has heard from Dick Paddock about the mailing list. Dan is waiting for the list from Dick before he sends the hard copies in the mail. Online registration is up.

There was a correction to the conference code. People can use either DOTD or ATSIP. The hotel folks didn't have it listed as the 36th International Traffic Records Forum. The online registration doesn't accept American Express, but we can handle those through the mail-in registration.

May 11th there will be a walk-through with the hotel.

Pete D'Oronzio reported that Betsy Benkowski is looking at FMCSA sponsorship. It can't appear that they sponsor a meal. They requested a new letter to exclude the meal. Pete said we need to set up another level, sans food, for federal agencies and others who cannot or don't want to sponsor food. Dan Magri said that he, from DOTD's side, could reassure FMCSA or other federal partners on the sponsorship opportunities other than food. CARFAX is sponsoring at \$2500. LexisNexis is probably going to just attend. Jeff Holts of Open Portal Solutions has said that they would like to be a Platinum sponsor. Pete has been having trouble getting any information from National Safety Council. Has received lists of corporate people attending past forums or having vendor booths from Dick Paddock. Pete said we have room for 25 vendors.

Scott Falb said that all but one session is filled. He has one stray presentation that hasn't been included in the program yet. There are number of poster sessions. Received some late submissions that can be accommodated either as fill for late cancelations or as poster sessions. Scott and Bob Thompson are doing one last walk-through of the program and make sure that everyone gets an acceptance letter.

Scott thanked Ward Vanlaar for putting together the program grid. Dick Paddock has promised for the future to have a better way of receiving, sharing and tracking submissions. Ken Carpenter and Scott Falb have agreed to have a hand-off briefing to help Ken prepare for the next Forum.

Pete D'Oronzio said that all people who submitted a presentation idea *ought to be put* in the database created by Dick Paddock. It should be useful in getting notices

out to people. Pete believes the system is able to perform selective emails to those people..

Other than FMCSA, the other federal partners aren't offering money for the conference. Karen Scott has offered us the use of the projectors and that will save us some money.

Ralph Zimmer asked if there will be chairs and tables in the vendor area, especially to accommodate folks with limited mobility. Pete said that we will have a few tables and chairs in the area. What was removed was a full table and chair set up so that every person in attendance had a place to sit.

Dan Magri said that there's also an area outside the vendor area that could be set up. The breaks will be out in that common area on the last day. For the other days, we could add some chairs there on the other days. We don't want to draw people out of the vendor area, but maybe a few chairs would be good to add. We can make that decision late in the process, though.

Pete asked if there was a way to get a flat rate on the internet. Dan Magri said that there's been a turnover of people in the hotel, but that we have the meeting on the 11th. One of the questions he'll ask them is about internet connections. He's hoping to get a flat rate for the entire conference.

Visit to Charlotte, NC for 2011 Forum

Bob Rasmussen visited the Westin. It is in "uptown" Charlotte – a 7x7 block area of restaurants and shops. Most of it can be reached walking inside. The new NASCAR museum is right down the street and is due to open by the time of our conference. There's a small light rail system as well. The hotel has given us the government rates. We will be the only ones in the conference space, but that may change if they get a wedding or other event that needs one of the smaller rooms. The manager promised to work with the hotel head chef to make some lower-cost food options available to us. The hotel is only 7 years old.

Ken Carpenter asked who is going to sign the contracts. Perhaps we can get North Carolina to do the same sort of thing that Louisiana is doing this year. Bob Rasmussen is recommending that we accept Charlotte and the Westin as our hotel.

MOTION

Ken Carpenter moved that we move forward with the selection of Charlotte and the Westin as our Forum site for 2011

Scott Falb seconded

Motion Passed.

July 31st through August 3rd is the proposed date from the hotel's response to us.

Dan Magri said that DOTD would be able to provide some lessons learned through the negotiation. For example, if the hotel offers a better rate than the one offered to our attendees, and people book under it, we get credit for those bookings under our room block.

New Business

We have approved five new members via e-mail balloting since the last meeting. The following have all been accepted at the MEMBER level:

Sydney Smith
Rob Zilay
Gordon Glaser
Joni Graves
Michael Tantala

A new membership application for Jacqueline Brown has been sent to the board members.

MOTION

Scott Falb moved to accept Jacqueline Brown as an Associate Member

Pete D'Oronzio seconded

Motion Approved

Ken said the Marriott Corporation has sent a query asking what we'll be doing in 2012. He asked for some ideas on how to answer them. The discussion of places we could go in the west. Chris Madill said that they have been looking at conference settings in the Seattle area for a different meeting and he would be willing to look into this for the 2012 Forum.

Next Meeting

May 19, 2010 at 1:00 EDT

Adjournment

MOTION

Pete D'Oronzio moved to adjourn

Scott Falb seconded

Motion Passed

Bob Rasmussen adjourned the meeting at 2:30 pm EDT.

Submitted as Draft 04/21/2010 – Robert A. Scopatz, Secretary

Revised with comments on 4/26/2010

Approved as final on 5/19/2010 by vote of the ATSIP Executive Board