

ATSIP Executive Board Meeting Meeting Minutes

Wednesday, May 19, 2010

1:00 PM Eastern Time – Teleconference

ATTENDANCE:

Board Members (Voting):

R. Robert Rasmussen, President
Hadi Shirazi, 1st Vice President & Treasurer
Scott Falb, 2nd Vice President & Program Chair
Robert Scopatz, Secretary
Joan Vecchi, Past President
Ken Carpenter by proxy to Bob Rasmussen
Pete D'Oronzio by proxy to Scott Falb
Nils King
Steve Rich
Ward Vanlaar

Parliamentarians (non-voting):

Ralph Zimmer

Other attendees (non-voting):

Wanda Vick
Connie Boudreaux
Bob Pollack
Ida Williams

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

Bob Scopatz announced a quorum with ten voting members in attendance.
Meeting called to order at 1:05 pm EST.

2. Minutes (Bob Rasmussen)

Approval of Minutes from April 21, 2010 Executive Board Meeting

MOTION:

Hadi Shirazi moved to approve the April 21, 2010 Meeting Minutes

Scott Falb Seconded

MOTION PASSED

3. 1st Vice President's Report (Hadi Shirazi)

Hadi said that he is working on our estimated 1st year income. He plans to have that completed and meet with the CPA next week. It makes a difference if we say we're above or below \$10,000. Bob Scopatz suggested that we simply decide that we are going to be below \$10,000 for the purposes of getting the 501c3 status. Hadi agreed and said that he will meet with the CPA next week.

We have \$600 in membership dues collected since last month's meeting.

\$1250 came to ATSIP account for one vendor fee paid via wire. Hadi had to write a check of same amount to LADOTD Traffic Record Forum account. They are the ones who are collecting the vendor fee.

4. Liaison Reports

Bob Pollack said all the of the modes are dealing with reauthorization issues. The congressional committees are working on the bill activity. No specifics at present, but it is drawing a lot of attention.

Karen Scott submitted the following via e-mail to Bob Rasmussen:
Currently the DOT TRCC is transitioning the Chairperson, Steve Smith of Research and Innovative Technology Administration, the host agency of www.dottrcc.gov, will be chairing the U.S. DOT TRCC. Steve will chair the committee for one year.
The DOT TRCC will hold a Town Hall Session at the 2010 Traffic Records Forum on Monday, July 26th at 5:00 pm. The Executive Members and Subcommittee Leaders will discuss their upcoming goals for the year and will be available for Questions and Answers.

There is also a Performance Measure and GAO Session being scheduled for Wednesday Morning.

5. Committee Reports

None

6. 2010-2011 Nominating Committee (Joan Vecchi)

Bob Rasmussen reported that the notice of nominations has been sent. Ralph Zimmer asked when it went out because he and others did not receive it. Several members said they had not received it either. Bob Rasmussen said he will check on this and get back to the board.

7. Web Site Progress (Dick Paddock)

No report

8. 2010 Forum Update (Scott Falb/Dan Magri/Hadi Shirazi/Pete d'Oronzio)

Wanda reported that we have switched the vendor room to the smaller room. Pete D'Oronzio is going to contact the vendors who have already selected a space to get them to select a new space. It will suit the number of vendors.

We have 93 attendees pre-registered. We have 333 room nights booked as of last week. The DOTD sent in over 50 room nights reservations this week. The 23rd of June is the deadline. We have to beat 732 nights.

Pete D'Oronzio submitted a report on vendors. He received the GES report on new layout. We anticipate 20 vendors. We are reorganizing the space to have good access to the vendors and to the food. We are still waiting to hear from Wanda on Wi-Fi internet. The IT people in DOTD have suggested going with Wi-Fi, so we need to answer the hotel that we do not want hard-wired. We are asking for 29-30 wireless connections. Wanda does not have a price yet.

We have a new contact at GES as the account manager.

May 25th is the deadline for artwork from sponsors. We have no gold sponsors at present. 13 booths have been reserved so far. Another 6 have indicated interest. We have 3 Silver sponsors at \$2,500 each. We have one Platinum Sponsor. Total is \$17,500. Also anticipate sponsorship from FMCSA, NHTSA, and FHWA – NHTSA has already given us their money. We hear that FHWA and FMCSA will also be coming in at Silver. Ward Vanlaar said that Pete had calculated that this is the most we've collected in terms of vendor income.

We have had a small number of cancellations due to inability to get travel authorization. The notices are going out to speakers and the final program will be made public (and on our website) so that people who need that confirmation in order to get travel approved.

All of the sessions are filled. All of the training sessions are filled. We have several poster sessions too.

Hadi said that the money doesn't come to ATSIP. It goes toward the expense of the conference. If the conference makes money, ATSIP will get that money.

Post-conference wrap-up. Bob Rasmussen asked Scott to set a time right after the last session on Wednesday. Hadi Shirazi said he will make sure we have a room in which to hold the meeting.

9. 2011 Forum (Ken Carpenter)

Ken could not be on the call today. Bob Rasmussen reported that the Contract has been signed with the Charlotte, NC Westin. We have negotiated with them for some flexibility to finalize the room block. We can modify the contract after the 2010 Forum to account for the most likely size of the crowd.

Scott Falb asked if there is a convention group in Charlotte that we can work with. Bob Rasmussen said that we haven't started those discussions. We're working with the hotel and the Tourist Bureau. After the Forum this year, we'll pursue this further.

10. 501c3 Status and Further Needs Discussion (Bob Scopatz)

This item will be under the 1st VP report from here on.

11. New Business (Bob Rasmussen)

Vote on New Members – Kelly Campbell (Associate level), Gerald Dildine (Member level), Dr. Simon Lewis (Member level)

MOTION

Hadi Shirazi moved to accept all three at the member level indicated.

Nils Seconded

MOTION PASSED

Bob Rasmussen will send them acceptance notices.

Liability Policy for Board/Forum. The hotel has mentioned to Bob Rasmussen that we should have a board liability policy in the amount of \$1million. Bob said that he will ask insurers to give us quotes.

Other Discussion

Bob Scopatz discussed the Annual TIRF Working Group on DWI System Improvements he attended on May 16th – 18th in Ottawa. He will submit written notes soon.

12. Next Executive Committee Meeting – June 16, 2010, 1:00 pm EST

13. Adjourn

Bob Rasmussen adjourned the meeting at 1:41 EST

Submitted for review May 19, 2010 by Robert A. Scopatz, Secretary

Revised on May 19, 2010

Approved as final by the Executive Board on June 16, 2010