

June 16, 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 by proxy to Bob Rasmussen
Larry Cook by proxy to Bob Scopatz
Ken Carpenter
Pete D'Oronzio
Marty Pollack
Nils King
Steve Rich
Ward Vanlaar

Non-voting:

Ralph Zimmer, Parliamentarian
Jim Davis, Parliamentarian
Connie Boudreaux
Wanda Vick
Angie Schmidt

Meeting Call to Order

Bob Rasmussen called the meeting to order 1:03 pm EST

Approval of Minutes for May 19, 2010 meeting

MOTION:

Nils King moved to approve the minutes from the May 19, 2010 meeting
Hadi Shirazi seconded
Motion Passed

First Vice President's Report

Hadi sent a spreadsheet via e-mail.

Membership fees received so far: \$1475 collected since October 21, 2009. Hadi will be meeting with the accountant before the next meeting to give us a breakdown.

Have spent \$400 to IRS to move forward with the 501c3 status.

Liaison reports:

None

Subcommittee Reports:

- Nominating Committee - Bob Rasmussen said that ballots were sent out and are on the website. We identified a problem and unfortunately, we haven't been able to resolve it. Some people did not receive the attachment because their servers stripped it from the e-mail. We will have to send a notice to people that the ballot is on the website.

Ralph Zimmer asked about the earlier e-mail sending out the slate of nominees. Bob Rasmussen said that we would have had the same problem with that earlier e-mail and may not have known about it.

- Website report from Angie Schmidt: Don Devoe from _____ Solutions sent an e-mail asking about the process for sending in the presentations in advance, but that request didn't go out from Angie/TSASS.

There was an e-mail from "someone" asking speakers to send in a copy of their presentations, but we don't really know who that came from. We aren't sure who sent that or why.

The discussion centered around the idea that we wanted the speakers to bring their presentation to the registration booth on a thumb drive at the conference. We don't really want them in advance.

Other website progress – Bob Rasmussen said that he now has permissions to update membership records on the website. He's started updating records as he gets new membership applications. To date, we have 36 people who have paid for 2010, and 70 people have updated their information on the website. Bob Rasmussen has a few more payments on his desk as well.

2010 Forum Update:

Wanda said we have 197 people registered, \$76,600 in the account, and 19 vendors and sponsors. The breakdown of the states so far shows that some have no-one registered yet – 14 states so far, including North Carolina. Hotel occupancy information isn't available until the end of this week. At the last report, we had over 530 room nights booked and that was over a week ago. The deadline for hotel reservations is coming up in about two weeks. The contracted minimum number of nights is 732.

Pete D'Oronzio said that the room block information is very specific to a type of room at the hotel. He asked for a different type of room and was told by the hotel that the block is full, but when they looked it was because of the room type.

The information so far is that people are thinking that wireless connections will be sufficient, but Pete suggested sending an e-mail to all the vendors to be sure they know that the wireless will be available for all participants. If vendors want a wired connection, they will need to arrange for it through the hotel. Pete D'Oronzio will send an e-mail to that effect to all the vendors/sponsors.

Dignitaries present at the opening session: Asst Mayor of New Orleans. Plus the secretary and Deputy secretary of LA DOT. And Commissioner of Highway Safety.

Pete said that 18 of 20 booths are reserved and paid for. In the last week, a couple more have come in and we may run out of room. We could handle three more vendors. 11 booths from non-sponsors. Three Federal Silver sponsors. Three Private Silver sponsors, One Private Gold Sponsor, and one Platinum sponsor. Over \$41,000 in revenue from the vendor registrations.

Scott Falb said that the program is full. Pending anyone not getting approval to travel, we may have to juggle. The morning poster sessions are filled. We don't have any afternoon posters yet. We can offer the regular presenters the opportunity to do a poster to fill those sessions. We have some alternate presenters to backfill for anyone who can't be there. The final grid will go out from Scott today. The grid includes the e-mails of all the speakers. Connie will use that list to make sure everyone is registered; an e-mail will go to each one of them.

Pete D'Oronzio asked about whether ATSIP wants to have a booth at the conference. The intent of the booth would be to promote the North Carolina meeting. Ken Carpenter will speak with North Carolina to see if we can get them to support that. We might get them to pay for the booth, or really we can just encourage them to support the booth. We need some "save the date" cards.

Connie and Wanda said that we could give out door prizes to people who are paid members with up-to-date information on the member directory. We could also use that to encourage people to turn in evaluation forms. Bob Rasmussen said we could do that through the registration booth rather than in a vendor booth.

Ralph Zimmer asked if there was ever a hard copy flier ever sent out, and if so, he didn't get one. The mailing list was apparently not working well. Several folks who are no longer involved got the flier, but many who are active did not get it. Wanda said that many were returned and she is keeping track of those so Bob Rasmussen can keep the list up to date.

Bob Scopatz reported that we have a 2010 Distinguished Achievement Award honoree for this year – Clay Hatch. We are going to send Clay a formal letter but he has already been notified and the award has been ordered.

Bob Rasmussen noted that we don't currently automatically give emeritus status to Distinguished Achievement Awardees. We want to discuss that and later deal with the criterion for emeritus that is tied to a person no longer being active in the field. Today we just want to discuss awarding it to Distinguished Achievement Awardees.

Ward Vanlaar asked if the automatic conferral would mean that some people who would otherwise be good candidates for the Distinguished Achievement Award might not get it because they didn't appear eligible for emeritus status. Ward Vanlaar raised the concern that emeritus status should not supersede eligibility for the Distinguished Achievement Award if both are going to be tied together.

Ralph Zimmer said that he wasn't aware of the board having voted on the Distinguished Achievement Award description and we also need to discuss whether it and the emeritus status are sufficiently different.

MOTION:

Nils King moved that we, confer emeritus status on Clay Hatch as the 2010 Distinguished Achievement Award winner.

Ken Carpenter seconded

Motion passed

Bob Rasmussen said that we will go back through the minutes and make sure that we have fully approved the Distinguished Achievement Award language and criteria.

2011 Forum

NHTSA and GHSA would like to have a ½-to1-day session on MMUCC update at the Forum in 2011. The consensus seems to be that we would like them to start Wednesday afternoon, after we have completed the forum. That is how we've done it in the past and that seems what everyone would like to do this time.

New Business

Bob Rasmussen said that he has been going through the membership prices and polices. We are planning to have check boxes for "new" and "renewing" members. We are also going to post the following prices:

- Associate - \$25
- Member - \$25
- Fellow - \$50

Bob Rasmussen said that he researched the affiliate membership levels that have been defined as follows:

- Affiliate is a three-level scale:
 - o \$150 –4 personal memberships included
 - o \$300 - 7 personal memberships included

- \$1000 – 30 personal memberships included and entitled the organization to a listing on the ATSIP website.

Pete D’Oronzio said that we may be setting up a conflict between sponsorship of the Forum and the benefits of affiliate membership. Sponsors of the Forum get listed on the Forum web page. Affiliates at the highest level would get listed on the ATSIP website.

Pete said that we may need an ATSIP level sponsorship to help the Federal agencies get benefits for their financial contribution in things that they can really use. They can’t sponsor meals so none of them went for Gold or Platinum sponsorship of the forum because that came with sponsorship of a meal.

Bob Rasmussen has sent the affiliate member level proposals out via e-mail. He would like to get back to the organization that was asking him about it. Jim Davis said that he believes we voted on this in January 2006, but he is missing that set of minutes. However, he recommended that we can treat it as an executive board policy and then revise it more easily rather than put it into the Constitution. Ken Carpenter said that he would like the current board to have the opportunity to ratify the prior agreement. Ralph Zimmer said that the Constitution addresses the Affiliate membership issue, but it does not specify the cost or the number of individual memberships included. Bob Rasmussen said that ATSIP reserves the right to determine the level of membership conferred on each individual. Chris Madill asked about the simplification of the member levels as we discussed at the January meeting. Bob Scopatz said that the January 2010 minutes stated that a subcommittee would get back to the board with a proposal for simplification, but it does not appear again as an issue in any of the subsequent meetings.

MOTION

Nils King moved that we the Executive Board policy #1 to keep the membership levels and prices as listed.

Pete D’Oronzio seconded

Motion Passed

Letterhead: Bob Rasmussen sent versions of the letterhead for us to decide which of them to use. The difference is justification of the text. The consensus is to keep the text separated to both sides rather than aligned.

Bob Thompson: Model Minimum Crash Facts publications. We can circulate this at the Forum. We could put it out at the ATSIP booth. This is an ATSIP publication.

Pete D’Oronzio said that Safe Routes to School had asked if they could have pamphlets to be put out on a table. Pete had told them that we didn’t have a table like that, but we could perhaps do that. Pete suggested that we set up a policy about that.

Chris Madill asked if there are things that board members can do to prepare for the Forum, things

that we might want to review in advance. Chris said that it'd be helpful to have some issues that the Board Members could be doing toward advancing over-arching goals. Bob Rasmussen encouraged us all to work up a list of things that we could discuss when we're face to face at the Forum. One good example would be to start working on some policy statement candidates.

Ken Carpenter said that he has received about a dozen inquiries about the 2012 forum from hotels. He will bring that information to the forum.

Next Meeting

At the forum Sunday July 25th

Adjournment

MOTION

Pete D'Oronzio moved to adjourn

Scott Falb seconded

Motion Passed

Bob Rasmussen adjourned the meeting at 2:27 pm EDT.

Submitted as Draft 06/18/2010 – Robert A. Scopatz, Secretary

Revised per comments on 6/18/2010

Approved as final 7/27/2010