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ATSIP Executive Board Meeting

AGENDA

Sunday, July 25, 2010

9:00 AM – Newberry Room

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

Attendees:

Board Members (voting):

R. Robert Rasmussen – President
Hadi Shirazi – 1st Vice President
Scott Falb – 2nd Vice President & Program Chair
Robert Scopatz – Secretary
Joan Vecchi – Past President
Larry Cook
Ken Carpenter
Pete D’Oronzio
Tim Kerns
Nils King
Chris Madill
Marty Pollack
Steve Rich – by proxy to Bob Rasmussen
Ward Vanlaar

Others Attendees (non- voting):

Jim Davis – Co-Parliamentarian
Ralph Zimmer – Co-Parliamentarian
Karen Scott – NHTSA
Sean McLaurin – NHTSA
Luke Johnson - NHTSA
John Siegler - NHTSA
Robert Pollock – FHWA
Betsy Benkowski - FMCSA
Barbara Harsha – GHSA
Dave Bozak – InfoGroup
Bob Thompson
Dan Magri
Joyce Emery
Tom Hollingsworth

Bob Scopatz announced a quorum.

Bob Rasmussen called the meeting to order at 9:03 am

Bob Rasmussen said that the forum looks like it is going to be a success. We have roughly 400 people registered. We hope for a similar success in North Carolina next year.

2. Minutes (Bob Rasmussen)

----- Approval of Minutes from June 16, 2010 Executive Board Meeting

MOTION:

Scott Falb moved that we approve the minutes from June 16, 2010

Chris Madill seconded.

Motion passed

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

Hadi Shirazi reported that we have \$25,053 in the account. Over \$1850 in dues paid to date.

4. Liaison Reports

Sean McLaurin reported that NHTSA is taking a more strategic direction in the traffic records area. The team is growing with the addition of Luke Johnson and they also have John Siegler on 120 day detail. Working on reauthorization issues. The training program is being expanded and revamped. They are looking at an entire continuum of training from early beginnings through executive leadership training. They are also updating the Traffic Records Assessment process. Have started to take both short term and long term approaches on how to improve the process. In the short term they are expanding the pool of assessors. The plan is to do 11 to 15 Assessments per year. They believe that there will always be a requirement to perform assessments. Would like to have a second set of facilitators so that they can handle a higher number of them per year if needed. In the longer term, we are going to revise the Advisory and Assessment documents. There will be a greater focus on performance measures. They are looking at the idea of "go teams" to perform more in-depth reviews on particular systems. Have also started looking at what constitutes an effective Executive TRCC. This is part of the response to the GAO report which recommended a report to Congress. The GAO said that there are only 9 states with an Exec TRCC, but John's review of the 408 applications showed that 47 states reported having an Exec level TRCC. We don't know the details of those committees, though and how well they function. Also going to finalize the white paper on performance measures. Currently, they are working through some contradictions between the white paper and the 408 process. The internal review process is almost over and they will get the expert panel back together in September to finalize.

Bob Pollock: Federal Highways is involved in the "Towards Zero Deaths" program to change the safety culture in the US. They are looking for leaders to represent the 4-Es to have them work on the strategies in their specific areas. The National strategy is due out in Fall of 2010. There will be an invitational workshop in August and there will be webinars to supplement the in-person attendance. The Highway Safety Manual has now been published and is available through AASHTO. FHWA will be providing training and technical assistance to states to help in implementation. The website has information on

what's available. Soon to publish the MIRE 1.0 manual. It has been approved for release, so it will be on the website soon. They are looking to pilot test various implementation strategies to assess the technologies and techniques for data collection, costs, and data management. The Crash Data Improvement Program (CDIP) guide is available on the FHWA Safety website. Have had good success this year, running 4-5 this year and several states have indicated interest in the future. FHWA is responding to the GAO report on states use of highway safety information. The response has to deal with the recommendations on standard data elements on roadway inventory, a timeline for implementation, and a guideline for which roadways it applies to.

Betsy Benkowski – FMCSA. Terry Shelton sent along notes of priorities. The hours of service rulemaking is still ongoing. They have new rules in the works on texting, cell phone usage, on-board recorders. CSA 2010 (Compliance, Safety, and Accountability) changes the way they evaluate carriers. They are going to gather data on both good and bad inspections versus just focusing on the bad/out-of-service violations. FMCSA is working with CVSA to develop a comprehensive violations list. This will go into details on each of the violations in hopes that inspections are more normalized. The Data Qs process allows carriers (and the public) to challenge an inspection or crash in the system. They are developing a user's guide and best practices guide for the system. The Pre-employment Screening Process takes data from driver inspections (violations) and crashes and puts it into a single place for driver data. The vendor charges employers to search the database to provide data on each driver. Adding two new data quality metrics: in October they are adding two measures in the inspection area. They have an announcement going out for all the FMCSA grants. Should be out now or very early in August.

Barbara Harsha – GHSA. GHSA is about to receive a contract from NHTSA to update MMUCC early. The reason for this is to get a better handle on distraction. There are emerging issues on unconventional vehicles too that will be considered in this update. Speeding is a third issue that will be discussed. Jim Hedlund has agreed to be the GHSA lead. Plan to finalize in 2012. GHSA is also commenting on the NHTSA draft changes on the seatbelt survey protocol. Many states had concerns about the changes. The current protocol hasn't been changed since 1994, so it is probably time to revise it. The big problem is that the cost of doing the new surveys is much higher and the states are concerned about it. Hoping to get a balance on this with NHTSA.

5. Committee Reports

Best Practices – Tim Kerns reported that the committee successfully completed its work and the winners will be presented

Reauthorization – The House introduced their bill last year. It didn't include anything on the 408 program. In the Senate, there are several committees working on it, but it is very late, as in the lead committee is just beginning to draft their bill. The Senate is trying to have a bill out by the end of the year, but there is much skepticism. Even with a bill available, there's no consensus on how to fund it. The highway trust fund lacks funds to

support the current programs, including the FHWA, FMCSA, and NHTSA programs. Congress has had to bail out the existing programs from the general revenue.

6. 2010-2011 Nominating Committee (Joan Vecchi)

Joan Vecchi reported that the ballots were completed and the following people were elected to the positions noted:

Hadi Shirazi – President

Scott Falb – 1st Vice President

Ken Carpenter – 2nd Vice President & Program Chair

Bob Scopatz – Secretary

Executive Board at large members:

Nils King

Chris Madill

Kathleen Haney

Ward Vanlaar

7. Web Site Progress (Dick Paddock)

Bob Rasmussen reported that we are looking to develop a “one stop shop” for people interested in traffic records and ATSIP. Pete D’Oronzio suggested that the website has two roles: supporting the organization and supporting the Forum. Pete said that it would be really good to have some others able to update the website, especially as things change hour-by-hour.

8. 2010 Forum Update (Scott Falb/Dan Magri/Hadi Shirazi)

Dan Magri announced that the last count of pre-registrations was 387 and we are anticipate more walk-ins to put us over 400. The hotel interaction has been very smooth. We as a board should really thank Wanda and Connie for all their hard work.

Scott Falb thanked the Louisiana staff and management for all the detail help. He mentioned that there are many details that have to be handled and the Louisiana staff took on all of that. Ken Carpenter said he said he is hopeful of getting similar support in North Carolina.

Scott Falb added that the institutional memory of how to put on a forum is important to keep.

9. 2010 Vendor Update

The vendor area is full with 20 vendors. We have 8 sponsors for the event as well.

Platinum level (\$10,000)

- Open Portal Solutions

Gold Level (\$5,000)

- P’d Programming

Silver Level (\$2,500):

- Ledgelight
- ESRI
- CARFAX
- and
- FMCSA
- FHWA
- NHTSA

Pete also said that he would like to give the vendors information about next year while they are here. He also suggested that the Silver level is perhaps too good a deal. We ended up having turn vendors away. We may want to raise it to \$3000 or \$3,500. The Gold level can probably stay at that level. Would like to have a way for some entity give us more and have them get more for the additional funding.

Note also that the Federal agencies are not able to pay for things that are otherwise included in the sponsorship. They might be able to sponsor the organization. Would like to explore other options as work best for the Federal agencies.

Pete also suggested that we could have more vendors next year if we planned ahead on space. The effort will have to start earlier this year. The vendor area is a revenue generator for the conference and the organization and we need to understand that in future years.

Ward Vanlaar said that now that have information on the vendors, we can make changes. Perhaps if we had the Platinum level set at a higher level, we would have encouraged some of the vendors to want to be Gold level. He also said that we might also want to have both "official" and "unofficial" sponsors. Pete said that when we have two or more wanting to be Platinum level sponsors we need to be able to offer that second one something, without violating the agreement we already have with the first Platinum sponsor. Nils King commended the vendor committee and suggested that we thank the vendors and in looking at next year, we ought to offer them to attend next year by giving them a guarantee that they'll have a spot next year if they want it.

Scott Falb said that the vendor interest was surprising. They thought that Gold would be easy to fill and the Platinum would be difficult. We weren't able to anticipate some of the questions that the vendors were asking and may have lost one or more of them because they needed to budget their event participation early.

Scott also wanted to thank the Program Committee: Ward Vanlaar, Marty Pollack, Joyce Emery, Bob Pollock, and Cindy Burch who worked hard on the program this year. Monday we will have the sponsors introduce themselves in the opening session. On Tuesday we'll have time after the Awards presentations to have remarks about the organization and where we're going.

11. ANSI D-16 (John McDonough).

John said he is here on behalf of Ken Hackman who is chairing the ANSI D-16.1 standard. Since the 7th Edition update, NISR has been doing training for law enforcement, especially related to motor carrier enforcement. The agencies get a copy of the standard as part of their package. There's online ANSI D16.1 training online as well now. One of the changes is that we are now using a consensus body update process. That means that the standard can be updated more frequently on a more continuous process. Ken will be polling the people who were on the review panel last time.

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

Hadi Shirazi reported that the process is moving ahead. There is a slight change that has to be made because the forms were changed by the IRS. As of July 13th, the signed forms were sent back to the accountant and on to IRS. We have until Monday to get everything done or we have to start over.

12. ATSIP Distinguished Achievement Award for Traffic Records (Bob Scopatz)

Bob Rasmussen introduced the topic of having this implemented as an Executive Board policy. We have several board policies in the past that were never acted on via a vote. The only one that was actually passed by vote was the one related to dues, fees and corporate membership.

MOTION:

Chris Madill moved that we establish Executive Board Policy to describe the Distinguished Achievement Award for Traffic Records.

Nils King seconded

Motion Passed

The discussion of how to number the executive board policies ended with Ralph Zimmer's suggestion to defer the decision until we see if we need to have a way to organize the numbering scheme.

13. 2011 Forum Update (Ken Carpenter)

Ken Carpenter said that we have agreed to a 1000 room-night block with the Westin hotel in Downtown Charlotte, North Carolina. It is within walking distance of many places and is on the transit line. The exact commitment from the state is not clarified yet, but will be finalized over the next couple of months. Ken asked that some of the folks who worked on this year's event would continue to work on the committee for next year.

Ken asked if we have an ATSIP booth. Pete said that this year, we have just a table out in the registration area. He said it would be a good idea to have a booth next year. Ken said that he has brochures for Charlotte and will put those out on the table.

Pete D'Oronzio said that getting the internet access negotiation done as part of the initial hotel contract. Giving it at a very low rate for the vendors would be a very good thing to do.

Chris Madill said that he shared some of the concerns Ken raised about not having someone from North Carolina here. But his concerns are also more monetary based. It's a risk to assume that NC is going to take on the level of staff work. We were fortunate this year, but we are going to need the level of sponsorship from the Feds. Bob Rasmussen said that there are some plans in place for a cooperative agreement. Nothing is final, but we'll know soon. ATSIP will probably be asked to provide a statement of needs. Bob Pollock and Betsy Benkowski both talked about the USDOT TRCC's deliberations on this. Bob Rasmussen said that once this conference is over, we will have a much better idea of the costs that we need funding. Nils King said that we also need to maintain seed money for the future years.

One possibility is that we may be able to hire someone to handle some of the basic day-to-day tasks. Chris Madill added that we should look to not just cover costs, but to recognize that the conference is a money-maker that can enable the organization to invest in growth and delivering quality services. Chris agreed to put together a draft version of the needs of the organization. Jim Davis said he would send the spreadsheets that he had previously put together as a starting place.

Bob Rasmussen said that we have an issue with dues. We need to come up with statements of what membership gives people. Pete D'Oronzio said that in the past he wasn't always certain if is or is not a member. Bob said that this year people who are members got an e-mail directly from him thanking them for their membership and giving them an ID and password for the member area of the website.

Betsy Benkowski asked if we had a sense of how much staff time was spent by Connie and Wanda in support of the Forum? Hadi said that for the past three months it's been full time for both of them. That's ½ FTE just over the last three months. They both spent time on this earlier in the year as well.

14. New Business (Bob Rasmussen)

----- Vote on New Members

There were six applications since our last meeting. Bob Rasmussen sent a package via e-mail.

Associate Members:

Kyla Marcoux

Eric Fultz

Ken Mammen

MOTION:

Scott Falb moved to accept the above named individuals at the Associate member level

Pete D'Oronzio seconded
Motion passed

Member Level:
Michael Archibeque
Kim Stalling
James Ceragioli

MOTION

Pete D'Oronzio moved to accept the above named individuals at the Member level.
Ward Vanlaar seconded
Motion passed

----- Future Needs as an Organization

The dues are tracked on a calendar year basis. Many people are paying dues at the forum. One of the issues is whether we require them to pay their 2011 dues prior to getting the discount for the Forum registration. Bob asked if we should just apply the dues that come in from here on out to 2011 dues, essentially giving people a free few months of membership.

Betsy asked if we shouldn't just require people to renew on the schedule in our time frame.

Bob Pollock asked if we could allow people to pay multiple years dues. Bob Rasmussen said that we can do that now, but we aren't really advertising that.

Installing a treasurer: We should have a person who remains constant in the future so we aren't having to change all the signatories every year. Looking at it this year, we really do need to consider doing it.

Other new business:

Pete D'Oronzio said that we no e-mail addresses attached to the website. We could put aliases out there for "President, Vice President," etc., and we should have an 800 number that can be forwarded to the proper phone number as the various personnel change. We could also have a drop box mail service that goes to a stable address and then forwarded to the right place.

Barbara Harsha said that ATSIP really needs to have a full time coordinator, plus budget for a bookkeeper and tax preparation, etc. Fund raising considerations alone is going to be extremely important.

15. Future Executive Committee Meeting – (Hadi Shirazi)
September 22nd, 2010 we will hold our next teleconference. Hadi will e-mail the time of the meeting.

16. Adjourn

MOTION:

Nils King moved to adjourn the meeting
Hadi Shirazi seconded
Motion passed

Meeting adjourned at 12:01 pm

Minutes Submitted as Draft for Review 9/20/2010

Minutes Revised 9/22/2010

Minutes Accepted 9/22/2010