

0

---

## ATSIP Executive Board Meeting

### AGENDA

Wednesday, September 22, 2010

Teleconferencing, 1 PM Central time (2 PM Eastern)

---

#### **Attendees:**

Board Members (voting):

Hadi Shirazi –President

Scott Falb – 1<sup>st</sup> Vice President

Ken Carpenter - 2<sup>nd</sup> Vice President and Program Chair

Robert Scopatz – Secretary

Nils King – by proxy to Marty Pollack

Marty Pollack

Steve Rich

Ward Vanlaar

Kathleen Haney

#### **Others Attendees (non- voting):**

Dave Bozak

Martha Florey

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)  
Bob Scopatz announced a quorum. Hadi Shirazi called the meeting to order at 1:08

2. Minutes (Hadi Shirazi)  
----- Approval of Minutes from July 25, 2010 Executive Board Meeting\

Ward Vanlaar said that he e-mailed one small change to Bob Scopatz. Bob said that he had that change and has noted it in the minutes.

**Marty Pollack moved that we approve the minutes of the July 25, 2010 Executive Board Meeting as amended by comment from Ward Vanlaar**

**Falb Seconded**

**Motion Approved**

3. 1<sup>st</sup> Vice President's Report (Scott Falb)  
Scott Falb reported that he and Hadi have been working on the transition of the funding documents from Hadi to Scott. Later in the meeting we'll have a report on the Forum. We have \$25,098.30 in the account. We have we have some small invoices to be paid. We have paid our CPA for the 501c3. Covers a year of his service. The original quote was \$800, but he charged us less because it went so smoothly. We have to file updates in March and that will incur another expense.
4. Liaison Reports

No liaisons present

5. Committee Reports

Hadi would like to add two more committees: Membership/Outreach and Strategic Planning. As a non-profit organization we have to have membership involvement both for income and for information purposes. He will ask Bob Rasmussen to head the Membership/Outreach committee. As for the Strategic Planning effort, we need to have that updated every year.

Policy, Positions & Resolutions – need new person; Ken Carpenter said he would send along all of the pending positions

Constitutions – Ralph Zimmer and Jim Davis have agreed to continue as co-chairs

Certification & Professionalism – need new person

Data Quality – Bob Scopatz

Distinguished Achievement Award – Bob Scopatz & Ward Vanlaar

Best Practices – Tim Kerns will continue as chair

6. 2010 Forum Update(Wanda Vick, Hadi Shirazi, Connie Boudreaux)

Scott Falb said that the program “came off.” There were only a couple of speakers who didn’t show. The comments that were received seemed very positive.

Bob Scopatz said he appreciated getting back the feedback that was turned in on the forms. Scott said that the training sessions were well attended.

Attendance hit right at 400.

Wanda Vick sent an e-mail with data:

Income : \$128,660 from registration. ATSIP put up \$500 from our budget but will be getting that back. Booths: \$46,275 income. One booth got a refund for \$2,145. \$173,902 was the total income.

Expenses: \$120,133 total as of today. There are two invoices outstanding, but they are small.

We expect to net about \$60,000 from the Forum.

Ward said that this is very good news. He asked if we had data from prior years. Hadi said that the National Safety Council wouldn’t share the information with us. Bob Scopatz said

that this matches his recollection of some information from many years ago when Harold Thompson was able to present data to the committee.

We should also recognize that this year we had Connie and Wanda working as volunteers and the cost of that level of effort will have to be budgeted in future years.

Scott Falb said that Ken Carpenter will need some contacts in Louisiana to understand all the support that the state or other folks were providing – processing credit card payments, printing the program, etc.

7. 2011-2012 Nominating Committee (Bob Rasmussen)

No report.

8. Web Site Progress (Dick Paddock)

No report

9. 2011 Forum Update (Ken Carpenter)

Ken Carpenter said that the Forum committee met for the first time last week. The emphasis areas will be access, utilization and integration. He is soliciting ideas for the theme.

Oct 13, 3pm EST. 20-25 people are on the mailing list for Forum Planning. Bob Rasmussen is working with Angie Schmidt to generate a consolidated mailing list that we can use for 2011. Tim Kerns is going to do the Best Practices.

The plan will be like this year in Louisiana. We'll have the addition of a MMUCC set-aside by GHSA. Either half-day Wednesday or running into Thursday.

USDOT involvement is being handled through Betsy Benkowski or Karen Scott. The idea would be to have a task order arrangement set up for USDOT to pick up specific costs (brochure printing, etc.)

Ken has been in discussions with North Carolina about involvement by the host state.

Ken would also like a decision from the Board to see if we change the fee structure. Hadi has mentioned that we may want to change what we give vendors for the fees they pay, for example. Should we really give vendors two registrations as part of their booth payment? Scott Falb mentioned that Pete D'Oronzio has some ideas that we ought to consider before moving forward.

Ward Vanlaar said that the registration fee for regular attendees should not be lowered. He's also not really in favor of raising the fees, but we should keep in mind that we don't want to set ourselves up down the road to be forced to increase the fee by a large amount.

He recommends that we increase the fee a little bit each year, just so we know we won't have to face a huge increase some year in the future.

Hadi said that he had a discussion with Rick Pain and found out that TRB has been increasing the fee by \$30 each year for basically the same reason as Ward mentioned – to avoid having a huge single-year increase in a single year.

10. 2011 Vendor Update

No report

11. 501c3 Status and Further Needs Discussion (Hadi Shirazi)

501c3 – Scott Falb and Hadi have discussed this above. However, the implication of us now having this status is that entities can donate money to us and receive a deduction. We have to use the money we take in. There is no actual time limit to spend the money we take in (i.e., from the forum), but if it sits around 5 years earning interest, we have a problem.

Marty Pollack said that there are several things we could do with respect to outreach. Scott Falb read from the spreadsheet that we had somewhat over \$2000 in membership dues collected. Hadi said that the CPA said the real dividing line for the IRS is when you have \$200,000 or more in membership dues.

12. 2012 & 2013 Site Selection Committee Update (Discussion on Method of RFP)

Hadi has been approached by several states wanting to host the Forum in future years. Hadi would like to see a process for states to propose what they would do to put on the forum. Ward said that TIRF has a form/structure that they've used.

We have to set up a committee to review these proposals.  
Scott Falb noted that we need to send some people on a site visit to have people.

Ward said that he will chair the committee. Hadi also said that Wanda will be on the committee too. Scott Falb will be involved as well.

We will also include the program chair for that next year on the committee.

We will vote on this next time if necessary.

13. New Business (Hadi Shirazi)

----- Future Needs as an Organization

- a. We need to create a position as Treasurer. This should be a non-voting position, long-term. Scott Falb agreed that we need to have this position. Bob Scopatz said we need to have a job description. Martha Florey said that the Constitution gives the 1<sup>st</sup> VP the responsibility to monitor the Association's finances, with the assistance of others

“including a treasurer if the board appoints one.” We will bring this up at the next board meeting.

14. Future Executive Committee Meeting – (Date on October 27th)

October 27, November 17 and December 15 are the proposed dates for the next meetings.  
All meetings at 1pm Central Time unless otherwise notified.

15. Adjourn

**MOTION:**

**Bob Scopatz moved that we adjourn**

**Scott Falb seconded**

**Motion Passed**

Meeting adjourned at 2:16 pm Central Time

Meeting minutes Submitted as draft 9/22/2010 – RAS

Minutes approved 10/27/2010 – Robert A. Scopatz, Secretary