

0

---

# ATSIP Executive Board Meeting MINUTES

Wednesday, March 16<sup>th</sup>, 2011  
Teleconferencing, 1 PM Central time

---

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)

Attendees:

**Voting members:**

Hadi Shirazi, President

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

Ken Carpenter, 2<sup>nd</sup> Vice President

Bob Rasmussen, Past President and Treasurer

Bob Scopatz, Secretary

Ward Vanlaar – (by proxy to Bob Scopatz)

Pete D’Oronzio (absent)

Kathleen Haney

Nils King

Marty Pollock

Steve Rich – (absent)

Chris Madill - (by proxy to Hadi Shirazi)

Tim Kerns

Larry Cook (by proxy to Tim Kerns)

**Non-voting:**

Wanda Vick

Angie Schmit

Richard Paddock

Jim Davis

Cynthia Burch

Bob Scopatz announced a quorum at 1:06 pm

2. Minutes (Hadi Shirazi)

----- Approval of Minutes from February 17<sup>th</sup>, 2011 Executive Board Meeting

Hadi had one change to the minutes. He will send it to Bob Scopatz via e-mail.

Under #3 we took a vote to allow them to open an account at Bank of America

**MOTION**

**Scott Falb moved to accept the minutes as amended**

**Kathleen Haney seconded.**

**Motion passed**

3. 1<sup>st</sup> Vice President's Report (Scott Falb)  
Scott gave an update on his health. He is working from home on a mostly full time basis and everything is going well.
  
4. Treasurer Report (Bob Rasmussen)  
\$58071.45 balance in Forum account  
\$250 received in dues / \$26,148.35 total in the ATSIP account  
\$375 pending to be deposited in March  
Bob is still working with Bank of America to get the account set up and then we'll start transferring the money into the account.

The treasurer's monthly report is appended to these minutes.

**MOTION:**

**Nils King moved that we accept the treasurers report**

**Bob Scopatz seconded**

**Motion passed**

5. Liaison Reports  
No liaisons present on the report.

FMSCA

FHWA

NHTSA: Luke Johnson is going to serve as the liaison. Luke spoke with Hadi Shirazi and asked if several of the officers can teleconference with him (Hadi, Ken, and Bob Rasmussen). He said that the Executive program is not going to happen at the Forum this year. The program to fund the Forum is going to be separated from NHTSA, but they need to have some way to communicate with our financial system. Bob Rasmussen said that they require some formal information with us.

Other agencies

6. Committee Reports

Constitutions (Ralph Zimmer and Jim Davis)

Jim Davis said that he and Ralph Zimmer are accumulating a list of items to address in the Constitution, but there aren't enough to force us to make any changes at present.

Best Practices (Tim Kerns)

He is not expecting any submissions until next month.

ATSIP Strategic Planning (Larry Cook)

No report

Membership/Outreach (Bob Rasmussen)

Bob Rasmussen sent to Dick Paddock and Angie Schmit a reminder letter and invoice. That will go out to all the folks who were current last year but haven't paid 2011. They are drafting a letter to Forum attendees from 2010 offering them an opportunity to join the organization. Dick said the first letter will go out this afternoon.

Data Quality & Improvement (Bob Scopatz)

Working on a draft of the proposal to submit to the USDOT TRCC.

Policy/Positions & Resolutions (Kathleen Haney)

Kathleen Haney is going through the files sent to her by Ken Campbell. She will set up a call with Hadi Shirazi to go forward.

2011-2012 Nominating Committee (Bob Rasmussen)

The announcement of elections is now out on the ATSIP website. People can add a name to the nominations. Actual ballots will go out in June and the announcements will be made at the meeting in August at the Forum.

7. Web Site Progress (Dick Paddock, Angie Schmit)

The nomination information went out to everyone on the roster. The membership invoice should go out today as well. TrafficRecordsForum.org and the ATSIP site both now have the link up for Forum registration.

8. 2011 Forum Update (Ken Carpenter)

Registration is "open." We still need to deal with vendor issues. Ken's main activity right now is to get the Forum announcement out. He was going to take it to the printer today but there will be some changes due to the cancellation of the Executive session. Hoping to get the 40-50 papers he's received into coherent groupings that he can send as a draft in the 2<sup>nd</sup> week of April. Hoping to get that out as the preliminary program in mid-April.

It's time to make the decisions about what to order for bags. That requires that we finalize sponsorship. Ward Vanlaar asked Ken to remind us to go look at the New/Young Scientist web page to sign up to speak on one of the subjects in that Sunday afternoon session.

Ken asked Dick and Angie about the status of webinars. Dick Paddock said he has quotes on the technology costs to do web broadcasting. He's looking at two concurrent webcasts either from the ballroom and one breakout, or two breakout rooms. The assumption right now is that it would fall under the items that we could use NHTSA money to pay for. Dick asked if we want to have two possible connections? Bob Scopatz asked if it's easier to scale it back at the last minute or scale up. Dick Paddock said it costs about \$500 per day per room to do it. Ken Campbell asked if TSASS can manage the process in the two rooms. Dick said yes. Ken asked if we should handle the MMUCC session as an enticement for NHTSA on Wednesday. We do need to discuss this all with Luke as our new liaison to NHTSA. Dick said he will have a discussion with them at the end of the month.

Scott Falb asked about his presentation that he hasn't sent in yet. Would there still be room on the program. Ken said that he has room. There are three concurrent sessions filled, but

there is room for a 4<sup>th</sup> session in each time block.

Barbara Harsha has provided a write-up on the MMUCC session that will go on Wednesday afternoon from 1:00 pm to 5:00 pm.

Hadi Shirazi said that we may end up with two sessions on the Highway Safety Manual.

Hadi Shirazi asked for a motion to reimburse Ken for his expenses in traveling to the conference hotel.

**MOTION:**

**Scott Falb moved that ATSIP reimburse Ken for his travel.**

**Marty Pollack seconded.**

**Motion passed**

9. 2011 Vendor Update (Pete d'Oronzio)

No information. Ken said he hasn't talked to Pete in two weeks so he doesn't know what the current situation. Scott Falb said he would call Pete.

10. 2012 & 2013 Forum Update

Hadi Shirazi spoke with Jim Willis, the Mississippi Safety Engineer. He would like to have some contact with someone who has put together a Forum in the past.

Georgia is potentially interested in 2013. Nils King said that he got in touch with a contact in Georgia.

11. New Business

Kathleen Haney said that the MMUCC revision meeting is next month in Crystal City, VA.

12. Future Executive Committee Meetings – Meeting on Wednesday April 20<sup>th</sup>

Set for 1:00 pm Central System.

13. Adjourn

**MOTION**

**Marty Pollock moved to Adjourn**

**Bob Rasmussen seconded**

**Motion passed**

Meeting adjourned 1:47 pm Central time.

Appendix: Treasurer's Report

ATSIP MONTHLY FINANCIAL STATEMENT  
Monday, February 28, 2011

JPMorgan Chase Bank, N.A.		Main Street Financial FCU	
Balance January 28, 2011	\$25,898.35	Balance January 28, 2011	\$58,111.26
Income:		Income:	
Fellowship Member Dues	\$250.00	Dividend Credit	\$11.14
Total Income	\$250.00	Total Income	\$11.14
Expenses:		Expenses:	
		Bank Card Processing Fee	-\$26.00
		Pay Trace Service Fee	-\$24.95
Total Expenses	\$0.00	Total Expenses	\$50.95
Balance February 28, 2011	\$26,148.35	Balance February 28, 2011	\$58,071.45

Submitted to Board 3/16/2011  
R. R. Rasmussen  
ATSIP Treasurer