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ATSIP Executive Board Meeting

Minutes

Wednesday, April 20th, 2011

Teleconferencing, 1 PM Central time

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

Attendees:

Voting members:

Hadi Shirazi, President

Scott Falb, 1st Vice President

Ken Carpenter, 2nd Vice President

Bob Rasmussen, Past President and Treasurer (by Proxy to Bob Scopatz)

Bob Scopatz, Secretary

Ward Vanlaar – (by proxy to Scott Falb)

Pete D’Oronzio

Kathleen Haney

Nils King

Steve Rich – (by proxy to Hadi Shirazi)

Chris Madill - (by proxy to Hadi Shirazi)

Tim Kerns

Non-voting:

Wanda Vick

Angie Schmit

Ralph Zimmer

Jim Davis

Cynthia Burch

Luke Johnson

Martha Florey

Dave Bozak

John Siegel

Bob Scopatz announced a quorum at 1:06 pm

2. Minutes (Hadi Shirazi)

----- Approval of Minutes from March 16th, 2011 Executive Board Meeting

The uncorrected version of the minutes was included in the meeting package.

MOTION:

Nils King Moved to delay approval of the minutes of the March 16, 2011 Executive Board Meeting until the May Executive Board

Scott Falb Seconded

Motion Approved

3. 1st Vice President's Report (Scott Falb)

Treasurer Report (Bob Rasmussen)

Bob

Tax Reporting (Hadi Shirazi)

Our tax reporting due date is May 15. Hadi Shirazi is forwarding all documents to the accountant by Monday. We do not anticipate a large tax bill because we have no employees and no other taxable items.

4. Liaison Reports

FMSCA – No report

FHWA – No Report

NHTSA:

Luke Johnson reported that they are working on several initiatives. The grant for the Traffic Records Forum is with contracting now. Working with Ken Carpenter on Forum support as well.

The Revamp of the Traffic Records Assessment is getting ready to start and Luke would like to talk with us about it.

The performance measures white paper has been released.

Other agencies

GHSA: Nils King reported that GHSA hosted the MMUCC expert panel for the 4th edition last week. Nils said that there appeared to be some significant progress, especially in the areas of distracted driving, speeding, injury severity, new vehicles, and traffic/non-traffic. The panel has reached agreement on several areas and is still working. The MMUCC session at the Forum should provide some excellent information on the update. Kathleen Haney agreed that the panel session went well and that the section on injury severity was particularly useful.

Scott Falb said that in the past they had tried to balance the number of things they were adding and those that were being deleted. Is that going to happen this time? Kathleen Haney said that, no, there weren't any deletions to balance the new additions. Nils said that there were some elements that were combined, but for the most part the additions were at the attribute level, rather than new elements.

5. Committee Reports

Constitutions (Ralph Zimmer and Jim Davis)

No activity at present.

Best Practices (Tim Kerns)

Have received seven applications. Angie Schmidt to take the call off the website. Tim asked for two volunteers to help review the applications.

ATSIP Strategic Planning (Larry Cook)

No report

Membership/Outreach (Bob Rasmussen)

No report

Data Quality & Improvement (Bob Scopatz)

NHTSA is waiting for our proposal.

Policy/Positions & Resolutions (Kathleen Haney)

No report this month.

6. 2011-2012 Nominating Committee (Bob Rasmussen)
We have the e-mail from Hadi and Bob Rasmussen including

MOTION:

Pete D'Oronzio moved that we accept John Zajac as a member

Kathleen Seconded

Motion approved

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

There have been several changes to the Traffic Records Forum website. Angie Suggests that we do an e-mail blast to the membership to let them know about the recent changes. Bob Rasmussen has also suggested that we send out a request to current members to identify other potential members.

8. 2011 Forum Update (Ken Carpenter)

Ken Carpenter reported that he sent out the latest Forum Schedule. He hopes everyone got a copy of the registration information. NHTSA is going to provide A/V and internet connection hardware through TSI. Ken has also had conversations with Betsy Benkowski and Bob Pollack about potential support from FMCSA and FHWA. The room block at the hotel is active. We did hear from Ward Vanlaar that the hotel told him that the block is full, but Ken will call the hotel to straighten this out. All of the relevant information is on the TR Website. The preliminary program is also out on the website. There are some errors in the preliminary, but it shows the overall plan of the sessions. Ken will be making corrections and updates as the date of the forum gets closer.

About \$10,000 is needed for personnel support to operate the webinars we hope to hold in one of the rooms. There will be a \$50 charge per session for agencies to participate in the webinar. Ken asked if should move forward with this. Pete D'Oronzio asked for clarification on the costs and our suggested fees. Pete asked if this will always be a large subsidized item or if we think it'll get to the point of paying for itself. Pete also asked what our goal is for the webinar support—to get people to participate when they can't come or is it to have people come to the forum because it's cheaper. Pete said we should really examine this after the first trial to see what can be done to pay for the webinar support in the future. Ken said that NHTSA is going to cover the incremental hardware and access. FHWA is likely to provide some of the other support. Martha Florey suggested that when

they do the ambulance safety meetings, they use the Elluminate software that allows participants to have interaction. Remote participants can write in and even talk if they have a microphone. Ken said that one of the administrative costs wrapped up in this is that someone has to take care of registrations, collecting fees, etc. Pete said that he liked the idea of requiring an ATSIP membership for participation.

Dick Paddock said that we can have remote presenters and interaction with the software that will be used. TSASS will be doing this through a contact and there isn't time this year to use a different piece of software. All of the capabilities are already there for interaction. At this point, NHTSA has agreed to pay for internet connection and projectors, but will not be paying for the onsite support – the personnel. Luke Johnson said that NHTSA is going to give ATSIP a block of funding in coordination with TSI. Dick Paddock said TSASS is estimating 120 hours offsite, and 40-hours onsite, of labor that need to be covered, for everything from preparation/pre-registration, on-site support, and follow-up after the event. Travel for the onsite people also has to be covered. Pete asked if next year we did all four concurrent sessions via webinar, would the cost be \$40,000? Dick said that it would not scale per room. The pre-registration and follow-up are about the same effort not matter how many rooms we run. On-site support if we need people there to address problems.

Wanda Vick reported that only 6 paid registrations have come in so far. That's a little behind compared to last year.

Ken said that the next Forum conference call will be May 3rd, 1:00 pm Central Time. E-mail Ken if you want to be included in the e-mails and conference call invitation.

9. 2011 Vendor Update (Pete d'Oronzio)

Pete d'Oronzio said that OPS has committed to another Platinum level sponsorship. The check should arrive any time. CARFAX intends to be a sponsor. Pete sent an e-mail to all of the past vendors and sponsors alerting them to the information that will be out on the website. The booth reservation information is already on the website.

The only catch right now is that the costs from the onsite “decorator” look high. At the moment it looks like they are much more expensive than we had in New Orleans. Pete should know what the resolution is by the end of the day. Our impression was that last year the costs of the vendor area was spread over all the booths. This year it appears that they are charging additional for set up and tear down.

Ken Carpenter asked if he had sent Pete the vendor services companies' information. He will send that to Pete tomorrow. Also, it looks like we'll have to pay full price for internet in the booth area.

10. 2012 Mississippi Department of Transportation will be the Host of International Traffic Record Forums, Biloxi or Gulfport, MS.

Hadi reported that the 2012 Forum will either be in Biloxi or Gulfport, MS. Jim Willis in

Mississippi DOT is working with Hadi Shirazi to get set up. Dates have not been set yet.

11. 2013 Forum Update

No discussion

12. New Business

Hadi Shirazi said that he has been approached by a company representative (Dan Crane from Helms Brisco) with a proposal to help us set up the 2013 meeting. He was told that the business charges the hotel rather than charging ATSIP. Hadi has invited the company representative to come to the 2011 Forum and give the board a presentation on their services and costs.

MOTION

Scott Falb moved that we invite Mr. Crane to make a presentation at the Executive Board Meeting in July

Pete D’Oronzio seconded

Motion approved

Pete D’Oronzio said that there are a few private companies that are giving time to the Traffic Records Forum and ATSIP. He asked if we can give recognition to those companies.

13. Future Executive Committee Meetings – Meeting on Wednesday May 18th

The meeting will be at 1:00 pm Central Time

14. Adjourn

MOTION

Bob Scopatz moved to adjourn

Pete D’Oronzio Seconded

Motion approved

Hadi Shirazi adjourned the meeting at 2:25 pm Central Time.

Submitted as Draft for review by Robert A. Scopatz, Secretary 4/20/2011

Submitted as Corrected for Board Approval by Robert A. Scopatz, Secretary 5/10/2011

Submitted as Final as approved by the Board on May 18, 2011 by Robert A. Scopatz, Secretary 5/18/2011

APPENDIX A: TREASURER'S REPORT

ATSIP MONTHLY FINANCIAL STATEMENT
 Thursday, March 31, 2011

JPMorgan Chase Bank, N.A.		Main Street Financial FCU	
Balance February 28, 2011	\$26,148.35	Balance February 28, 2011	\$58,071.45
Income:		Income:	
Dues	\$375.00	Dividend Credit	\$12.35
		Forum Registration - Board	\$360.00
		Misc.	\$0.02
Total Income	\$375.00	Total Income	\$372.37
Expenses:		Expenses:	
		Bank Card Processing Fee	-\$26.00
		Pay Trace Service Fee	-\$24.95
Total Expenses	\$0.00	Total Expenses	\$50.95
Balance March 31, 2011	\$26,523.35	Balance March 31, 2011	\$58,392.87

Submitted to Board 4/20/2011
 R. R. Rasmussen
 ATSIP Treasurer