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# ATSIP Executive Board Meeting

## Minutes

Wednesday, May 18, 2011

Teleconferencing, 1 PM Central time

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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 (Absent)

Ward Vanlaar – (by proxy to Hadi)

Pete D’Oronzio

Kathleen Haney

Nils King

Steve Rich

Chris Madill

Tim Kerns (Absent)

Marty Pollack

**Non-voting:**

Angie Schmit

Richard Paddock

Ralph Zimmer

Cynthia Burch

Karen Scott

Cory Hutchinson

Ken Carpenter substituting as Secretary for Bob Scopatz announced a quorum at 1:05 pm Central

2. Minutes (Hadi Shirazi)

----- Approval of Minutes from March 16<sup>th</sup>, 2011 Executive Board Meeting

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

**MOTION:**

**Chris Madill moved to accept the corrected minutes of the March 16, 2011 Executive Board Meeting; Scott Falb Seconded**

**Motion Approved**

----- Approval of Minutes from April 2, 2011 Executive Board Meeting

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

**MOTION:**

**Pete d’Oronzio moved to accept the minutes of the April 20, 2011 Executive Board Meeting; Kathleen Haney Seconded  
Motion Approved**

3. 1<sup>st</sup> Vice President’s Report (Scott Falb)

Treasurer Report (Bob Rasmussen)

Current balance \$26,878.10 with this months deposits of \$350 in dues and a refund of \$4.75. Additional dues for \$700 are in checks or the conference account. The conference account had income of about \$2,300 and expenses of \$2,700, leaving a balance of about \$57,000. The full report appears in Appendix A of these minutes.

Tax Reporting (Hadi Shirazi)

Tax filing was \$75. Everything is up to date and the 501c3 status is clear.

4. Liaison Reports

FMSCA – No report

FHWA – No Report

NHTSA: Karen Scott is looking to confirm Secretary LaHood for opening speaker.

5. Committee Reports

Constitutions (Ralph Zimmer and Jim Davis)

No activity at present.

Best Practices (Tim Kerns)

Cindy Burch – No report from Tim

ATSIP Strategic Planning (Larry Cook)

No report

Membership/Outreach (Bob Rasmussen)

Bob Rasmussen is looking to update form.

Data Quality & Improvement (Bob Scopatz)

Bob Scopatz is circulating a draft that he will present to the Board at the June meeting.

Policy/Positions & Resolutions (Kathleen Haney)

No report this month.

6. 2011-2012 Nominating Committee (Bob Rasmussen)

No nominations from the membership have been received. The ballot proposed by the

nominating committee will be mailed in early June, with instructions, to all members. Any person joining or paying dues after the mailing will be sent a ballot until the Forum when all returns are due.

New members were put forth by Bob Rasmussen. Each applicant was qualified for membership. One individual had asked for Fellow membership. Bob reported that the individual did not yet meet those service requirements.

Individuals seeking membership: Yusuf Mohamedshah, Gerene Denning, Allen Parrish, Randy Smith, David Brown, Chad Ihla, Lynn Heinert, Douglas Mowbray, Steven Mavros

**MOTION:**

**Scott Falb moved to approve the membership of the applicants; Pete d'Oronzio Seconded Motion Approved**

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

Changes requested by Ken Carpenter for the Forum are being made as they are received. The webinar has a page now. Registrations for that will begin in a few weeks. Bob Rasmussen and Angie Schmit will work on setting up a "paypal" account for the payment of webinar. The account could then be used in the future for other purposes, such as, dues.

8. 2011 Forum Update (Ken Carpenter)

Ken Carpenter reported that he sent out the latest draft of the Forum Schedule for edit. The program is going to layout June 1. There will be poster sessions for those presentations that were received after the program was full. These also represent a pool for replacement sessions should some presenters drop out.

26 paid registrations have come in so far. 246 room nights reservations have been made against the 977 contracted for.

Ken said that the next Forum conference call will be May 25, 1:00 pm Central Time.

9. 2011 Vendor Update (Pete d'Oronzio)

Contract was signed with George Fern, Inc for exhibitor services. There are currently 14 of 25 booths committed. Platinum sponsor – OPS; Silver – ESRI and Carfax; Pd Magic will sponsor, no decision on level.

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

11. 2013 Forum Update

Dan Crane from Helms Brisco will come to the Sunday, 2011 Forum Board meeting and give the board a presentation on their services and costs.

12. No new business.

13. Future Executive Committee Meetings – Meeting on Wednesday June 22<sup>nd</sup>  
The meeting will be at 1:00 pm Central Time

14. Adjourn

**MOTION**

**Bob Rasmussen moved to adjourn; Scott Falb Seconded; Pete d’Oronzio was a close second.**

**Motion approved**

Hadi Shirazi adjourned the meeting.

Submitted as Draft for review by Ken Carpenter, Acting Secretary 5/18/2011

Submitted to Board for review on 6/4/2011 by Robert A. Scopatz, Secretary

Approved by the Board on June 22, 2011. Presented as final on 6/22/2011 by Robert A. Scopatz

APPENDIX A: TREASURER'S REPORT

ATSIP MONTHLY FINANCIAL STATEMENT  
Saturday, April 30, 2011

JPMorgan Chase Bank, N.A.		Main Street Financial FCU	
Balance March 31, 2011	\$26,523.35	Balance March 31, 2011	\$58,392.87
Income:		Income:	
Dues	\$350.00	Dividend Credit	\$11.63
Annual Fee Refund	\$4.75	Forum Registrations	\$2,360.00
Total Income	\$354.75	Total Income	\$2,371.63
Expenses:		Expenses:	
		Bank Card Processing Fee	-\$27.21
		Pay Trace Service Fee	-\$25.15
		Carpenter Airfare Charlotte	-\$339.30
		Forum Registration Printing	-\$2,380.00
		Forum Registration Mailing	-\$424.78
Total Expenses	\$0.00	Total Expenses	-\$3,196.44
Balance April 30, 2011	\$26,878.10	Balance April 30, 2011	\$57,568.06

Submitted to Board 5/18/2011  
R. R. Rasmussen II  
ATSIP Treasurer