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## ATSIP Executive Board Meeting

### Meeting Minutes

Wednesday, June 22nd, 2011

Via Teleconference, 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  
Ward Vanlaar – (by proxy to Bob Scopatz)  
Pete D’Oronzio (by proxy to Chris Madill)  
Kathleen Haney  
Nils King  
Chris Madill  
Larry Cook (by proxy to Chris Madill)  
Marty Pollack

**Non-voting:**

Angie Schmit  
Luke Johnson  
Jim Davis  
Ralph Zimmer  
Cynthia Burch  
Dave Bozak

Bob Scopatz announced a quorum. Hadi Shirazi called the meeting to order 1:15 PM Central time.

2. Minutes (Hadi Shirazi)  
----- Approval of Minutes from May 18<sup>th</sup>, 2011 Executive Board Meeting

**MOTION**

**Scott Falb Moved to approve the May 18, 2011 Executive Board Meeting Minutes**

**Nils King Seconded**

**Motion Passed**

3. 1<sup>st</sup> Vice President’s Report (Scott Falb)  
Nothing to report.

Treasurer Report (Bob Rasmussen)

Bob Rasmussen presented his monthly treasurer's report—See attached.

4. Liaison Reports

FMSCA – Betsy Benkowski sent an e-mail via Pete D'Oronzio to report that the agency will be sponsoring the Forum at a level of \$15,000. \$2,600 will be used for a Silver sponsorship and the rest for Forum expenses.

FHWA – Bob Scopatz reported that the Roadway Safety Data Partnership, Safety Data Assessment that will be going out to all states.

NHTSA – Still working on the new Assessment Contracting vehicle. Looking forward to the Forum.

Other agencies

5. Committee Reports

Constitution (Ralph Zimmer and Jim Davis): Jim Davis and Ralph Zimmer reported there were no constitutional issues or changes to report.

Best Practices (Tim Kerns): Cindy Burch reported for Tim. Utah Best Practices, and Mississippi won for the Best Web Page.

ATSIP Strategic Planning (Larry Cook): No Report

Membership/Outreach (Bob Rasmussen): Membership is growing daily. At our executive meeting in Charlotte, Bob proposes that we'll have a draft from him on Corporate membership. Jim Davis said that he has some information for Bob on the corporate membership idea. There was something in the Board policies. Bob Rasmussen said the problem was that we don't have rules on what needs to happen. Bob also reported that we achieved the milestone of 100 dues-paying members.

Data Quality & Improvement (Bob Scopatz): Bob Scopatz will have a proposal for the Board to consider at our meeting in Charlotte.

Policy/Positions & Resolutions (Kathleen Haney): No new policy or resolution statements.

6. 2011-2012 Nominating Committee (Bob Rasmussen) :

The final ballot is ready to go out. Angie will advise on distribution and it will go out in the next day or so.

7. Web Site Progress (Dick Paddock, Angie Schmit): No report

8. 2011 Forum Update (Ken Carpenter):

Ken reported that planning is going well. The draft program went out and he has received feedback. There are ongoing conversations with the Westin property for reservations. Reservations are over 60% of our room block, so still have a way to go to meet the block. There's a week to get in under the room block. Wednesday night we are over-booked, so people might have trouble getting booked through the hotel if they try to book after the 29<sup>th</sup>. The hotel hasn't had any contact from TSI about the audio/visual billing, etc. Luke Johnson said he will follow-up with Matt Wolf. Registration count is approximately 140.

Marty Pollack asked about the peer exchange on the CDATA reviews. That is still on, but there isn't going to be part of the Forum materials. It's by invitation only.

9. 2011 Vendor Update (Pete d'Oronzio):

Ken Carpenter said that last week Pete reported that things were going well. We have five Silver sponsors, 16 booths have commitments, and there are 8 booths left.

10. 2012 Mississippi Department of Transportation:

Hadi reported that Mississippi is looking for a site for the Forum. Jim Willis is sending a representative to the Forum and she will make a presentation to us. They have two hotels that will honor the state rate.

11. 2013 Forum Update, Edmonton, Canada, Ward Vanlaar:

Hadi Shirazi reported that Ward Vanlaar has been approached by the City of Edmonton to explore hosting the forum. They are coming to Charlotte and will be on the agenda for our executive board meeting.

12. New Business:

Chris Madill thanked the board members who completed the communication survey he circulated.

13. Future Executive Committee Meetings –

Meeting on Sunday July 31<sup>st</sup> in Charlotte, NC. Room is the Grand Ballroom A.

14. Adjourn :

**MOTION**

**Scott Falb moved to adjourn**

**Marty Pollack seconded**

**Motion Passed**

Meeting adjourned at 2:04 PM Central time.

Submitted as Draft for Executive Board Approval on June 22, 2011 by Robert A. Scopatz, Secretary  
Corrected based on comments 6/23/2011  
Submitted for Executive Board Approval 7/29/2011  
Approved by the Executive Board 7/31/2011

APPENDIX A: Treasurer's Report

ATSIP MONTHLY FINANCIAL STATEMENT  
 Tuesday, May 31, 2011

JPMorgan Chase Bank, N.A.		Main Street Financial FCU	
Balance April 30, 2011	\$26,878.10	Balance April 30, 2011	\$57,568.06
Income:		Income:	
Dues	\$575.00	Dividend Credit	\$15.25
		Forum Registrations/Vendors	\$25,590.00
Total Income	\$575.00	Total Income	\$25,605.25
Expenses:		Expenses:	
2010 IRS Tax Report	-\$175.00	Bank Card Processing Fee	-\$139.28
		Pay Trace Service Fee	-\$25.60
Total Expenses	-\$175.00	Total Expenses	-\$164.88
Balance May 31, 2011	\$27,278.10	Balance May 31, 2011	\$83,008.43

Submitted to Board 6/22/2011  
 R. R. Rasmussen II  
 ATSIP Treasurer