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## **ATSIP Executive Board Meeting Meeting Minutes**

**Wednesday, September 21<sup>st</sup>, 2011**  
Teleconferencing, 1 PM Central Time

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### **Attendance:**

#### Executive Board Members Present:

**Hadi Shirazi**, President, Louisiana  
**Ken Carpenter**, 1<sup>st</sup> Vice President, SUNY Albany  
**Marty Pollock**, 2<sup>nd</sup> Vice President, Tennessee  
**Bob Rasmussen**, Past President, Virginia, by Proxy to Bob Scopatz  
**Bob Scopatz**, Secretary, Data Nexus  
**Cynthia Burch**, Maryland, by Proxy to Bob Scopatz  
**Kathleen Haney**, Minnesota  
**Cory Hutchinson**, Louisiana  
**Tim Kerns**, Maryland, by proxy to Bob Scopatz  
**Chris Madill**, Washington  
**Pete d'Oronzio**, Pd' Programming  
**Ward Vanlaar**, TIRF, by proxy to Bob Scopatz

#### Non-voting participants:

**Jim Davis**, New Mexico  
**Luke Johnson**, NHTSA  
**Martha Florey**, Wisconsin

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)  
Meeting called to order at 1:05 PM Central time.
2. Minutes (Hadi Shirazi)  
----- Approval of Minutes from July 31<sup>st</sup>, 2011 Executive Board Meeting  
**MOTION**  
**Pete d'Oronzio moved to approve the Executive Board Meeting Minutes from July 31, 2011**  
**Kathleen Haney seconded**  
**Motion Approved**
3. 1<sup>st</sup> Vice President's Report (Ken Carpenter )  
Ken said that he is reviewing the constitution to understand the duties of the 1<sup>st</sup> Vice President.

4. Treasurer Report (Bob Rasmussen)

As of the end of August, the ATSIP balance stands at \$31,328.10.

As of the end of August, the Forum balance stands at \$79,714.74.

There is a payment of \$15,000 to be added and a couple of registrations still pending.

There is an obligation of approximately \$30,000 owed to the Westin for AV. This is to be paid by TSI and Ken Carpenter is working to resolve the issue.

There are no other large outstanding debts from the Forum. Pete D'Oronzio reported that there is a bill coming from Fern Decorating for the vendor area. Amount is \$2567.32. Hadi reported that there is \$1,440 from DOT that is coming in.

Once the Forum expenses/income are fully closed, it is my recommendation to close the account and move the balance to the ATSIP account where it will be a separate account within using standard financial accounting methods.

For the 2012 Forum, we will need to work with Mississippi on financial arrangements.

5. Liaison Reports

FMSCA – no report

FHWA – no report

NHTSA:

Luke Johnson said that he has spoken with Bob Rasmussen and Ken Carpenter about the money coming through TSI. He asked TSI and they said that they are pushing to get the money through.

ATSIP has received a grant from NHTSA – the grant for next year is approved and executed. There will be a kickoff meeting for the grant soon.

Other agencies-none

6. Committee Reports

Constitutions (Ralph Zimmer and Jim Davis)

Jim Davis reported that there are some minor things that they are waiting to complete until there are enough items to make it worthwhile to do an amendment process.

Best Practices (Tim Kerns)

No report

ATSIP Strategic Planning (Larry Cook)

No report

Membership/Outreach (Bob Rasmussen)

Angie and I have been updating the records from the Forum and once complete will add any new persons. From the complete listing I propose to send out a friendly dues reminder and

what the dues are for. I will ask for assistance in wording to outline what a member receives from the organization.

The new additions from the Forum will receive a different notification soliciting their membership.

Our last step is to populate the activities field showing attendance at the Forum.

Data Quality & Improvement (Bob Scopatz)

We are in a holding pattern until we can coordinate this proposal with Betsy regarding work going on at FMCSA.

Policy/Positions & Resolutions (Kathleen Haney)

No new items.

7. 2012-2013 Nominating Committee (Bob Rasmussen)

I am soliciting your assistance in coming up with names to fill the Board. Please think of those you feel would be willing, hopefully can travel and do conference calls, and will be an asset to the organization. I would like to get a head start on the process.

Of most importance is a volunteer to assume the Program Chair for the 2013 Forum.

8. Web Site Progress, and Webinar Evaluation (Dick Paddock, Angie Schmit)

No report.

9. 2012 Forum Update (Marty Pollock)

The planning committee held a conference call on September 15 to establish how they will move forward. This is a framework and there's a timeline.

Marty asked where we are with the contract with the Beau Rivage. Hadi said that the preliminary contract is in place between Mississippi DOT and the hotel. The dates are locked in, but there are still details to work out. Jim Willis and Christy Price had a conflict so they could not meet with us today.

Bob Scopatz said that he would contact Martha Florey to figure out a list of possible key note speakers.

Marty also said that he wants to get involvement from the MPOs/RPOs. Next committee call is October 11<sup>th</sup>. He and Nils King will be working on finalizing the timeline. The standard call-in will be the second Tuesday of each month.

10. 2012 Vendor Update (Pete d'Oronzio)

Pete d'Oronzio said that he received an email from Christy Price and will be sending the vendor stuff to the State. Pete is planning to go after national level sponsors while the state works with the more local ones.

11. 2012 Mississippi Department of Transportation

The folks from Mississippi had a scheduling conflict and will be with us next time.

12. 2013 City of Edmonton, Canada for Forum Discussion

Hadi said that he has received enough feedback from states to convince him that a large proportion of our attendees (from State agencies) could not travel outside the continental US.

Bob Scopatz suggested that we hold a mid-year conference that could be set up ATSIP as the content-provider for a conference to be held anywhere.

Martha suggested that we might be able to do a joint sponsored conference in cooperation with another organization.

Bob, Martha and Pete will exchange emails on the various ideas and present them at the next ATSIP executive board meeting. Hadi will wait until that meeting to decide on the wording of the reply to Edmonton.

13. New Business

- Using Dan Crane from HelmsBriscoe. Dan Crane gave us a presentation during the July 31<sup>st</sup> board meeting. With the idea of adding international conferences, the assistance of HelmsBriscoe would also be valuable.

**MOTION**

**Pete d’Oronzio moved that we work with HelmsBriscoe for a year to see how it works out.**

**Ken Carpenter seconded**

**Motion Approved**

Hadi said that he will contact Dan Crane and have them start working on the 2013 location. Bob Rasmussen sent an email during the meeting to let Hadi know that we have to give Dan our list of requirements before he works with hotels. Ken Carpenter will prepare the list of requirements based on the experiences from Charlotte.

- Chris Madill thanked those who participated in his survey on the communication audit. He felt it came out well and revealed some interesting strengths and opportunities. At the very least, he hopes it can help frame some of the discussions we have on what we want to do and how to do it. Pete d’Oronzio thanked Chris for the effort and the contribution to ATSIP. Chris has sent the results to the board via email. Pete d’Oronzio will help.

- Pete d’Oronzio asked that we set a particular date for these meetings. We are set for the 3<sup>rd</sup> Wednesday of the month. We have some flexibility, but we will standardize on the 3<sup>rd</sup> Wednesday of each month.

14. Future Executive Committee Meetings – Meeting on Wednesday October 19<sup>th</sup>,  
Teleconferencing

15. Adjourn

**MOTION**

**Pete d'Oronzio moved to adjourn**

**Marty Pollock seconded**

**Motion Approved**

Meeting adjourned at 1:56 PM

Attachments:

- 1) 7/31/2011 Financial Report submitted by Bob Rasmussen
- 2) 8/31/2011 Financial Report submitted by Bob Rasmussen

Submitted as Draft for review 9/21/2011 by Robert A. Scopatz, Secretary  
Approved (as revised) by the Executive Board 10/19/2011  
Submitted as final 10/19/2011 by Robert A. Scopatz, Secretary

ATSIP MONTHLY FINANCIAL STATEMENT  
 Sunday, July 31, 2011

JPMorgan Chase Bank, N.A.

Balance June 30, 2011                   \$28,128.10  
 Income:  
 Dues   \$500.00

Total Income                             \$500.00

Expenses:

Total Expenses  
 Balance July 31, 2011                 \$28,628.10

Submitted to Board 9/21/2011  
 R. R. Rasmussen II  
 ATSIIP Treasurer

Main Street Financial FCU

Balance June 30, 2011                 \$127,999.78  
 Income:  
 Dividend Credit                         \$28.63  
 Forum Registrations/Vendors         \$48,065.00

Total Income                             \$48,093.63

Expenses:

Bank Card Processing Fee             -\$1,306.09  
 Pay Trace Service Fee                 -\$30.85  
 Westin Deposit                         -\$15,000.00  
 Airline Jennie/Allison               -\$595.80  
 Cash Advance Wanda/Connie         -\$500.00  
 Ken-Staples NY                        -\$306.14  
 Ken-Bokland (Banner, etc.)         -\$1,561.89  
 Ken-REM Printing (Pocket  
 Agenda, Awards Program)           -\$552.00  
 Ken-Vincys Printing                  -\$349.92  
 Ken-4IMPRINT                         -\$6,475.61

Total Expenses                         -\$26,678.30

Balance July 31, 2011                 \$149,415.11

ATSIP MONTHLY FINANCIAL STATEMENT  
 Wednesday, August 31, 2011

JPMorgan Chase Bank, N.A.		Main Street Financial FCU	
Balance July 31, 2011	\$28,628.10	Balance July 31, 2011	\$149,415.11
Income:		Income:	
Dues	\$100.00	Dividend Credit	\$32.44
NHTSA Forum Registration	\$2,600.00	Forum Registrations/Vendors	\$18,570.00
		Forum Virtual Sessions	\$929.37
		Ken Returned Forum Purchases	\$27.29
		Dues	\$25.00
Total Income	\$2,700.00	Total Income	\$19,584.10
Expenses:		Expenses:	
		Bank Card Processing Fee	-\$1,155.46
		Pay Trace Service Fee	-\$29.90
		Westin Bill	-\$84,647.04
		Travel Jennie/Allison	-\$542.00
		Travel Wanda/Connie	-\$88.95
		Ken-Water Charlotte	-\$64.12
		Digital Banana - Program Printing	-\$2,037.00
		Forum Refunds	-\$720.00
Total Expenses	\$0.00	Total Expenses	-\$89,284.47
Balance August 31, 2011	\$31,328.10	Balance August 31, 2011	\$79,714.74

Submitted to Board 9/21/2011  
 R. R. Rasmussen II  
 ATSIPTreasurer