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# ATSIP Executive Board Meeting MINUTES

Wednesday, August 15<sup>th</sup>, 2012

Via Teleconference, 1 PM Central Time

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Attendees:

**Hadi Shirazi, President**  
**Bob Rasmussen, Past-president**  
**Marty Pollock, 2<sup>nd</sup> Vice President**  
**Bob Scopatz, Secretary**  
**Cindy Burch, Maryland**  
**Tim Kerns, Maryland**  
**Angie Langanke, TSASS**  
**Cory Hutchinson, LSU**  
**Nils King, Indiana**  
**Chris Madill, Washington,**

Non-voting Attendees:

**Ralph Zimmer, co-parliamentarian**  
**Dave Bozak, InfoGroup**

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)  
Hadi Shirazi called the meeting to order at 1:03 PM Central Time.
2. Minutes (Hadi Shirazi)  
Approval of Minutes from June 20th, 2012 Executive Board Meeting

**MOTION:**

**Nils King moved to approve the June 20<sup>th</sup> 2012 Executive Board Meeting Minutes**  
**Marty Pollock Seconded**  
**Motion approved.**

3. 1<sup>st</sup> Vice President's Report (Ken Carpenter )  
No report.
4. Treasurer Report (Bob Rasmussen)  
Bob Rasmussen presented the July 31 accounting report. Both the June and July reports are appended to the member copy of these minutes.
5. Liaison Reports: No reports
6. Committee Reports

Constitution (Ralph Zimmer and Jim Davis)

Ralph Zimmer reported that he and Jim Davis have gone through four iterations of

49 changes to the constitution. The Executive Board has authorized the submittal of four  
50 amendments:

- 51
- 52 - Eliminate the Associate Member grade. Two grade levels would remain: Fellow
  - 53 and Member.
  - 54 - Bring the Constitution in compliance with Federal and State of Minnesota
  - 55 regulations regarding dissolving the association.
  - 56 - Change the membership year from the calendar year basis to something other than
  - 57 a calendar year basis. Jim and Ralph have written it to give the Executive Board
  - 58 the authority to set the membership year.
  - 59 - Remove some conflicting language about voting status on the Executive Board if
  - 60 a voting member were to assume the role of Treasurer. Jim and Ralph have
  - 61 expanded the charge to authorize the Executive Board to either bring on board a
  - 62 volunteer or hire an individual to perform services needed by the Association. It
  - 63 defines who has a vote on the Executive Board. It also clearly defines who are the
  - 64 non-voting members of the Executive Board. It also gives the Executive Board
  - 65 the authority to grant non-voting status to any other individuals.
  - 66

67 Also, on their own, Jim and Ralph have prepared an amendment that would  
68 provide the Executive Board the authority to elect someone to Fellow status in  
69 exceptional cases, even if they are not presently a member of the Association or  
70 have not been a member of the Association for the prescribed number of years (5  
71 years). This would require the approval of 2/3 of the total voting membership.

72

73 NOTE: The Board agreed to approve these amendments following their distribution via  
74 email on August 16<sup>th</sup> and final responses received by August 20<sup>th</sup>.

75

76 Professional Certification Committee (David Bozak)

77 Dave Bozak reported that there is a short paragraph on the ATSIP website under  
78 Committees, describing the Professional Certification Committee, including bullet points  
79 describing what this committee will do and a set of three goals for the Committee to  
80 pursue.

81

82 Best Practices (Tim Kerns)

83 Tim Kerns reported that the best practice award submissions are out for review. They are  
84 due back on August 31<sup>st</sup> so that the committee can notify the winners just after Labor  
85 Day.

86

87 ATSIP Strategic Planning (Bob Scopatz Acting Chair)

88 Nothing to report

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90 National Agenda (David Bozak Acting Chair)

91 Dave Bozak provided the following write-up:

92

93 **National Agenda for the Improvement of Highway Safety Information Systems**

94

95 The National Agenda dates back to the 1991 Traffic Records Forum in Portland, Oregon.  
96 That year Forum attendees were divided into three groups, focusing on the collection,  
97 management and use of traffic records data. Development of the National Agenda took 5  
98 years and it was presented during the 1996 Forum in Philadelphia. As a result of  
99 spreading the development over this length of time and involving discussions at several  
100 forums, hundreds of people became involved. The six goals which comprise the broad  
101 framework for the National Agenda are as applicable today as they were 16 years ago. In  
102 condensed form the goals are:

103  
104 *1) Appreciation of the Value of Information, 2) Coordination of the Collection,*  
105 *Management, and Use of Data, 3) Integration of Highway Safety Programs with*  
106 *Information Systems, 4) Resources to Make the Appropriate Technology Choices, 5)*  
107 *Training in Methods Appropriate for Evaluation, and 6) Standards for Information*  
108 *Systems*

109  
110 Dave also offered to send a copy of the electronic copy of the National Agenda to anyone  
111 who wants it. Just send him an email.

112  
113 Membership/Outreach (Bob Rasmussen)

114 Bob Rasmussen reported that dues notices have been sent out and the committee has also  
115 worked on new member applications. Bob Rasmussen asked that Hadi appoint a new  
116 chair of this committee in view of the expansion of the duties of Treasurer.

117  
118 Data Quality & Improvement [Table this until meeting at the Forum](#) (Bob Scopatz)

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120 Policy/Positions & Resolutions (Kathleen Haney)

121 No report.

122  
123 7. 2012-2013 Nominating Committee (Bob Rasmussen)

124 The Nominating Committee has completed its nomination slate for the upcoming  
125 Executive Board election. The slate will go out as a ballot no later than 5 days after  
126 September 25<sup>th</sup>. We are running a bit late for notifications. We also need to set a date for  
127 the official announcement of the election results. The Board needs to approve the date.

128  
129 **MOTION:**

130 **Bob Scopatz moved that the date for the annual announcement of election results**  
131 **will be Tuesday October 30<sup>th</sup> during the ATSIP Annual Business meeting.**

132 **Nils King seconded**

133 **Motion Passed**

134  
135 Additionally the Constitution requires that the President and Vice Presidents (first and  
136 second) be at the Fellow Grade).

137  
138 **MOTION:**

139 **Bob Scopatz moved that Nils King and Cynthia Burch be approved at the Fellow**  
140 **level of membership.**

141 **Bob Rasmussen seconded**

142 **Motion Approved**

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144 8. Web Site Progress (Dick Paddock, Angie Langanke)

145 Angie Langanke reported on the status of the ATSIP website. She asked for people to  
146 send her content. She also asked if we wanted to set up a member spotlight to highlight  
147 anything of interest on an individual level.

148

149 We are looking to add things to the members' website and there are some suggestions  
150 that have come in.

151

152 Bob Rasmussen asked how much time it will take to prepare for the 2013 Forum support  
153 for registration, etc. Angie replied that the Forum Registration system itself is not a very  
154 large task, but ATSIP will need to get a Secure Socket Layer (SSL). To do that, we need  
155 a permanent address, a Federal Tax ID and a few other things. Angie will send Bob  
156 Rasmussen a feasibility report and barriers to implementation. She also said that we could  
157 use something like what Mississippi is using this year rather than creating our own  
158 system.

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161 9. 2012 Forum Update (Marty Pollock)

162 Marty Pollock reported that we have 41 persons registered, 2 sponsors, 9  
163 vendor/exhibitors. The email blast went out and got 766 confirmed email addresses. The  
164 Federal Highway Administration would like to do four sessions on roadway data. They  
165 would like to pay us for printing, etc. It's not certain when the contract will go out. It  
166 should go to Bob Rasmussen when it does go out. It was supposed to go out Monday but  
167 it has not happened yet.

168

169 Marty also went through the room block.

170

171 NHTSA has confirmed that they want to do workshops on the new Traffic Records  
172 Assessment Wednesday afternoon. We will have the rooms for it through the Beau  
173 Rivage. It appears there will be no cost.

174

175 Ron Sennet is going to do our Sunday night entertainment. He is trying to get  
176 confirmation from the Governor or the Commissioner of Public Safety as to getting a  
177 welcome to Mississippi. Mississippi Highway Patrol will present the colors and Ron will  
178 sing the National Anthem.

179

180 Marty said that Dick Paddock had asked about Professional Development Hours for the  
181 Forum. Dick has volunteered to manage it for us. We could do this like we did for  
182 Louisiana to keep track of which sessions were attended by each person. Would like to do  
183 it for anyone who attended the session. In about 2 weeks after the Forum, we can send  
184 out a certificate to the attendee listing their PDU hours. It is also a way to pitch  
185 membership to those attendees who are not already members.

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187 There's a phone conference set up with Mississippi later this month (8/22) to address  
188 some logistic details.

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10. 2012 Vendor Update (Kristy Price)

No report

11. 2012 Mississippi Department of Transportation

No report

12. 2013 Forum, Bob Rasmussen

Bob Rasmussen reported that the contract has been signed.

13. City of Edmonton, Canada for Mini-Forum (Ward Vanlaar)

Ward Vanlaar could not be on the call today.

14. New Business

Dave Bozak reported that he is going to a meeting with MS2K+ and NHTSA tomorrow regarding the possibility of ATSIP handling some tasks in support of the new Assessment. Dave said that if anyone wants to send him an email with supplemental questions, please do so.

Bob Rasmussen also noted that we should explore bonding for any persons who handle finances as well as liability insurance for the board members.

15. Future Executive Committee Meetings – Teleconferencing on Wednesday September 19<sup>th</sup>

16. Adjourn

**MOTION:**

**Bob Rasmussen moved to adjourn**

**Cynthia Burch seconded**

**Motion Passed**

Meeting adjourned at 2:20 PM Central Time

Submitted as Draft for Review 8/15/2012 by Robert A. Scopatz, Secretary

Revised based on comments received through 8/20/2012

Submitted for Executive Board approval on 9/13/2012 by Robert A. Scopatz, Secretary

Approved as Final by the Executive Board on 9/19/2012