

**ATSIP Executive Board Meeting  
MINUTES**

**Wednesday, September 19<sup>th</sup>, 2012**  
Via Teleconference, 1 PM Central Time

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Attendees:

**Hadi Shirazi, President**  
**Bob Rasmussen, Past-president**  
**Bob Scopatz (by proxy to Hadi Shirazi)**  
**Marty Pollock, 2<sup>nd</sup> Vice President**  
**Cindy Burch, Maryland**  
**Tim Kerns, Maryland**  
**Angie Langanke, TSASS**  
**Cory Hutchinson, LSU**  
**Chris Madill, Washington**  
**Nils King, APRISS (by proxy to Angie Langanke)**  
**Kathleen Haney**

Non-voting Attendees:

**Ralph Zimmer, co-parliamentarian**  
**Kim, MS DOT**  
**Karen Scott, NHTSA**  
**Luke Johnson, NHTSA**

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)  
Hadi Shirazi called the meeting to order at 1:04 PM Central Time.

2. Minutes (Hadi Shirazi)  
Approval of Minutes from August 15<sup>th</sup>, 2012 Executive Board Meeting

Kathleen Haney: Line 211 and 212 should read “Bob Rasmussen noted we should explore bonding for any persons who handle finances as well as liability insurance for the executive board members.”

**MOTION:**

**Cindy moved to approve the August 15<sup>th</sup>, 2012 Executive Board Meeting Minutes, with changes**  
**Bob Rasmussen seconded**  
**Motion approved.**

3. 1<sup>st</sup> Vice President’s Report (Ken Carpenter )  
No report.

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4. Treasurer Report (Bob Rasmussen)

No change in ATSIP account, but we have received 4 more booths and one \$10,000 booth payment. We have an outstanding bill (about \$9,000) to NHTSA that needs to be reimbursed for work done for us by TSASS. We have a good balance to work with. I have reservations about any penalties we might incur in Mississippi with room blocks, etc. but I think we can work it out.

The August Treasurer's report is appended to the member's version of these minutes.

5. Liaison Reports:

NHTSA: We are gearing up for the Forum and are working with Marty on the schedule. We have yet to get approval on travel so we're not sure who from NHTSA will be able to attend. FMCSA is only sending two people, but NHTSA and FHWA aren't sure. However, we will deliver all programming we've committed to. We are moving ahead on the new TR Assessment process with the Indiana pilot in November. We will be discussing this more at the Forum.

6. Committee Reports

Constitution (Ralph Zimmer and Jim Davis)

At last meeting the executive board considered a number of amendments and wanted to look at precise wording. This was disseminated to the executive board and it was voted on. All proposed amendments were approved. The board approved the organization to send these to the membership. Special thanks to Jim Davis, who did much of the work on this.

I need to touch base with Bob Scopatz or Jim Davis to see if a postal ballot or email ballot will be sent. Angie says she could send them via email if need be.

Best Practices (Tim Kerns)

Membership/Outreach (Bob Rasmussen)

One new application – Alina Moldovan from Alaska DPS. You should have received her application today.

**MOTION:**

**Cory Hutchinson moved to accept Alina Moldovan as an ATSIP member.**

**Angie Langanke seconded**

**Motion approved.**

Professional Certification Committee (David Bozak)

89 We have an RFP from MS2K to recruit subject matter experts to staff NHTSA's new  
90 traffic records assessment process, but we do have lots of questions. The committee  
91 needs to get answers before writing before we respond to the RFP. We also need to  
92 figure out internally how we intend to do the work outlined in the RFP, such as if / who  
93 we might hire to do the work. Bob Scopatz deserves special recognition for all the work  
94 he has done regarding this.

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98 Best Practices (Tim Kerns)

99 It has been the closest contest we've ever had. Winners and applicants have been  
100 notified and will be officially announced at the Forum.

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102 ATSIP Strategic Planning (Bob Scopatz Acting Chair)

103 No report

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105 National Agenda (David Bozak Acting Chair)

106 We did this for the 1996 TR Forum and it is still recognized today; however,  
107 enough time has passed and it needs to be updated. This time we will look to do a  
108 more condensed effort than last, which took 5 years. We are currently looking for  
109 volunteers to assist in the update.

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111 Data Quality & Improvement Table this until meeting at the Forum (Bob Scopatz)

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113 Policy/Positions & Resolutions (Kathleen Haney)

114 Although I have nothing for you to review today, we need to come up with  
115 positions on MAP-21 and distracted driving.

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117 7. 2012-2013 Nominating Committee (Bob Rasmussen)

118 The ballots were sent out, a little earlier than should have been. If no one comes back  
119 and proposes anyone else, we're just going to go on like nothing happened. Ballots are  
120 coming in now. Last period, Nils King and Cynthia Burch were upgraded to Fellow  
121 status.

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

125 Angie Langanke reported on the status of the ATSIP website – updates such as the *what's*  
126 *new* section, notifying people that contact credits are available for attending the Forum,  
127 etc. All member professional histories have been added to the membership site. She  
128 asked for people to send her content.

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130 9. 2012 Forum Update (Marty Pollock)

131 Angie added several things to the TRF website, including the Forum program,  
132 information on the airport shuttle, enlisted vendors, etc.

133 Stats:

- 134 • 95 have registered
- 135 • 31 room reservations on Friday
- 136 • 60 room reservations on Saturday
- 137 • 100 room reservations on Sunday-Monday
- 138 • 100 room reservations on Tuesday
- 139 • 50 room reservations on Wednesday

140 Confirmations are picking up as we get closer. We have a clause in the contract with the  
141 Beau, specifying that we need to use so many rooms. Instead of guaranteeing 350 rooms  
142 as originally thought, we've backed it to 300. The federal folks haven't been fully  
143 confirmed so that's hurting our numbers too. We have 45 days from time of conference  
144 to change that number. If we don't meet the number we will get dinged for the unused  
145 rooms. I am still receiving updates to TRF schedule, but not all of them have been posted  
146 online. Bear with us. We have over 40 sessions and 4 training sessions. We have 9 TR  
147 Advisory sessions, 2 sponsors, and 11 vendors. We have a Saturday 10am work session  
148 to make sure rooms are prepped and things in order, signs placed appropriately, etc.  
149 Most importantly we will be stuffing the bags. We got the flash drives that will help  
150 folks familiarize themselves with MMUCC at the Board Meeting, as well as enough to  
151 put in the bags.

152  
153 Cindy: In MD we have to wait for Oct 1 to register.

154 Luke: NHTSA cannot either – the hotel was asking for upfront payment and we can't do  
155 that.

156 Marty: I am asking the hotel to extend the block date until after Oct 1. I have not heard  
157 back from the Beau on this. I forwarded Luke's explanation of why NHTSA can't  
158 register to MDOT. Luke is willing to talk to the hotel if need be.

159 Kim: I'm unsure of the status, but will ask Kristy Nord to see if she has more  
160 information.

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162 10. 2012 Vendor Update (Kristy Price)

163 No report

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165 11. 2012 Mississippi Department of Transportation

166 If you have any questions Kim can forward your questions to appropriate person.

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168 12. 2013 Forum

169 No report

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

172 (Report by Hadi)

173 Ward sent an email – He wants feedback regarding the Edmonton flier - how you like it  
174 or if you have anything to add. He would like it posted to the ATSIP and TRF websites,  
175 and fliers placed in the TRF bags. Let him know if you want to volunteer, presentation ,  
176 etc. There was a first round review and changes; Marty will send him an email to see if  
177 changes have been incorporated and if it could be sent out again.

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179 14. New business

180 MS2K+

181 Bob Rasmussen reported for Bob Scopatz.

182 We received the request for proposal from MS2K+ for ATSIP to handle recruitment of  
183 assessment team members, team leaders, and go team members. We have approximately  
184 a month to respond and hope to have a contract in place by the date of the Forum, or soon  
185 thereafter. The proposed term of the contract is from November 2012 through October  
186 2013, with potential for annual renewals for up to four years.

187

188 We have questions on the RFP and will be sending those to MS2K+ for clarification  
189 soon. Bob had 12 questions and we need to get them answered and sent to Bart. Some of  
190 these are will we be responsible for paying people? (ATSIP can do it or MS2K+ can do  
191 it.) Is it true you need 2 people for each system? Karen reports she does not need to hear  
192 the questions, as they are between MS2K+ and ATSIP. She just wants to know that it is  
193 being addressed and when (by the Forum).

194

195 Distinguished Achievement Award

196 ATSIP has an award that has been given out twice – the Distinguished Achievement  
197 Award – in 2009 to Ralph Zimmer and in 2010 to Clay Hatch. There's no inherent  
198 intention to give it every year. Last year Jim Davis and I thought about all the people  
199 who might be eligible, some on this call. Between the two of us, the one we thought best  
200 was Dan Magri. Slowly, we've been working to prepare the nomination to be presented  
201 to the executive board. We have a proposal to the exec board to bestow the award on  
202 Dan Magri. You should have received an email earlier today about this. It is a  
203 nomination – you can vote up, down or table it for later. If you approve the award will be  
204 awarded at the 2012 Forum. When I was given the award, I was given advanced notice  
205 and had the opportunity to prepare some comments. I think that's entirely appropriate. I  
206 would like us to get a plaque, and Dan's picture and paragraph about him in the TRF  
207 program. Hadi got email from Rick Pain who is strongly supportive of Dan's  
208 nomination. Any documentation you need regarding his work with TRB, he'll provide it.

209

210 **MOTION:**

211 **Bob Rasmussen moved to accept the nomination for Dan Magri for the ATSIP**  
212 **Distinguished Achievement Award, to be presented at the 2012 TRF in Biloxi, MS.**

213 **Chris Madill seconded**

214 **Motion approved.**

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216 Ralph nominates Bob Scopatz to come up with a formal letter and a plaque.

217 Bob Rasmussen nominates Ralph to call Dan and deliver the news.

218 Hadi will come up with a photo and short paragraph.

219 Marty will put this photo and paragraph into the TRF program.

220 The award will be presented during the Tuesday awards luncheon.

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222 Bob Rasmussen would like an okay to spend money – up to \$300.

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224           **MOTION:**  
225           **Chris Madill moved to allow Bob the ability to spend up to \$300 for the**  
226           **Distinguished Achievement Award plaque.**  
227           **Cory Hutchinson seconded**  
228           **Motion passed**

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230   15. Future Executive Committee Meetings –  
231       Executive committee meeting at the TR Forum at (TBD) room on Sunday, Oct 28 9am –  
232       5pm.

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234       Kathleen - Are we still meeting the Saturday before TRB?  
235       Hadi - Yes

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237           **MOTION:**  
238           **Hadi Shirazi moved to adjourn**  
239           **Cory Hutchinson seconded**  
240           **Motion passed**

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242   Meeting minutes collected by Angie Langanke  
243   Submitted as Draft for Review 10/18/2012 by Robert A. Scopatz, Secretary  
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