
ATSIP Executive Board Meeting Meeting Minutes

Saturday, January 21st, 2012

2012 TRB Annual Meeting, 9 Am Eastern Time, Marriott Hotel, Wilson Room, Washington D.C.

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)

Attendees:

Executive Board Members Present:

Hadi Shirazi, President, Louisiana

Ken Carpenter, 1st Vice President, SUNY Albany

Marty Pollock, 2nd Vice President, Tennessee

Bob Rasmussen, Past President & Treasurer, Virginia

Bob Scopatz, Secretary, Data Nexus

Cynthia Burch, Maryland, by proxy to Tim Kerns

Kathleen Haney, Minnesota

Cory Hutchinson, Louisiana by proxy to Hadi Shirazi

Tim Kerns, Maryland,

Nils King, Indiana by proxy to Marty Pollock

Angie Schmit, TSASS

Non-voting participants:

Jim Davis, New Mexico

Ralph Zimmer, Montana

Luke Johnson, NHTSA

Robert Pollack, FHWA

Bart Ecker, Millennium Services (MS2K) – the consultants for the Advisory update

Dick Paddock, TSASS

Dan Magri, Louisiana DOTD

Richard Jones, TSASS

Demetra Colli, BTS

Dave Bozak, InfoGroup

Bob Scopatz announced a quorum at 9:15 AM EST.

Hadi Shirazi called the meeting to order at 9:16 AM EST.

2. Minutes (Hadi Shirazi)

Approval of Minutes from November 16th, 2011 Executive Board Meeting

MOTION:

Kathleen Haney moved to accept the minutes of the November 16th, 2011 Executive Board Meeting.

Angie Schmit seconded

Motion carried

3. 1st Vice President's Report (Ken Carpenter)

Ken reported that most of his work has been on the site selection for the 2013 and 2014 Forums and will defer his report until later in the meeting.

4. **Treasurer Report (Bob Rasmussen)**

Bob Rasmussen passed out financial reports for November, December, and 2011 year-end.

Non-members may request a full financial report is available by contacting ATSIP directly. Members may download the full minutes with complete information at the ATSIP website.

5. **Liaison Reports**

FMSCA: No report

BTS: Demetra Collia said that BTS is reinstating the Journal of Transportation Research. The first issue will be on safety and the submission deadline is already passed, but there will be other safety-centered issues.

BTS is also involved with Office of Information and Regulatory Affairs to explore cloud computing technologies to address data security and confidentiality issues. This project involves all of the Federal Statistical Agencies. There have been some problems with unauthorized disclosures through existing venues like www.data.gov.

Within USDOT, there is a safety data community under development. There are several communities already within the data.gov initiative. The White House has tasked USDOT to develop a safety.data.gov community. Demetra passed out a 1-page description. As a first step, it will include transportation, justice, and labor safety. The Associate Administrator at FRA is leading the effort. The hope is that it will grow in the future. Any states interested in participating should contact Demetra.

FHWA: Bob Pollack presented information on the Roadway Safety Data Partnership – an umbrella for the data activities of the FHWA Safety Division. They are trying to improve the data and data standards, review management policies and practices, and work toward expanded data with greater integration and interoperability. Major programs housed under the RSDP are:

- Capabilities Assessment (ongoing for about 8-9 months; a mid-point report was just issued and can be obtained online). It uses the Capability Maturity Model (CMM) that rates states on multiple dimensions using a 5 point scale from “ad-hoc” to “optimizing” processes.
- Fundamental Data Elements is a subset of the ~200 MIRE data elements. The 38 fundamental data elements are those that, if collected, would enable a state to take advantage of the tools and advice based on the Highway Safety Manual.
- Highway Safety Manual provides states advice on analytic tools and techniques for making safety decisions.
- Crash Data Improvement Program provides states with advice on crash data management processes from a technical advisory team.
- Roadway Data Improvement Program is in development. We will develop a guide that will serve as the basis for state site visits and technical advice much as in the CDIP.

- Focused Approach looks at selected safety areas and provides states with advice targeted to those particular safety areas (e.g., pedestrian safety, roadway departure).

NHTSA: Luke Johnson reported on the update of the Traffic Records Advisory and Assessment. Two of the mid-point meetings have been held (Vehicle and Driver). ATSIP and GHSA have both been providing subject matter experts. The advisory rewrite will be completed in early May, circulated internally, then published in a Federal notice. They are aiming for a mid-Summer release in order to beta test the process with Indiana before the next Forum.

The USDOT TRCC continues to move forward. They are focused on providing support to the states and work within USDOT as a support function as well. The Office of the Secretary of Transportation (OST) has been very supportive of the idea of using the USDOT TRCC to move forward with data integration initiatives in particular. Heather Rothenberg is heading the data integration subcommittee.

The vision for the future of the assessments is to set up “go-teams” to provide advice and technical assistance. One thing they will be doing is updating Traffic Records 101. Also hope to fold MIDRIS into the TR team and set it up as a go team activity. They want to be able to follow-up assessments with go teams to help states with specific deficiencies that the Assessment reports uncover and the states decide they wish to tackle.

Dick Paddock added that TSASS has expanded and updated TRIPRS and it now allows states to update information for other modes beyond NHTSA (in particular FHWA).

Bart Ecker from MS2K introduced the process for the Assessment/Advisory overview and what the future for the support of the actual assessments will be. It is still in the development stages, but we know for certain that it will involve ATSIP and ATSIP’s members as a resource. Dick Paddock suggested that we set up a working subcommittee to start working with our members to identify candidates to serve as subject matter experts for the 8 modules in the assessment. The goal is to be ready to support the pilot test this summer. The data support proposal from TSASS would aid in organizing this for us. Bob Rasmussen said that he has retained information that could be put into a member database. Bart Ecker said that MS2K’s role is try to make this process work for us and provide the support that ATSIP needs. Luke Johnson said that this is also a possible kick-start for our idea of professional credentialing. Hadi said that the credentialing process we attempted has not worked for us. Jim Davis suggested that we switch to a resume-based credentialing process like that used by the GIS Certification Institute (<http://www.gisci.org/>). The process needs to be non-trivial, but the credentialing could be done more efficiently. Bob Scopatz supported the idea and suggested that we empanel some of our existing experts as the kernel to decide in each subject area for certification, then add maybe one outside expert in each of the panels. Dick Paddock said that NHTSA has a database of people from the Advisory update. If those people are not members, we want to get them as members. Hadi Shirazi announced that he is establishing the Professional Certification Committee and called for a motion.

MOTION:

Bob Rasmussen moved to create the Professional Certification Committee

**Bob Scopatz seconded
Motion carried**

Hadi said that he would charge the committee to also work with MS2K on the Advisory process.

Bob Rasmussen asked if NHTSA is still interested in updating the National Agenda. Luke said that it is on the list of priorities but may not be something they may not get to this year.

Other agencies

Marty Pollock asked if anyone in the room could shed light on the Map21 reauthorization process. Bob Pollack said that the Safety Office's legislative tracking staff person is saying that there isn't much news at the moment. Luke said that the data programs in NHTSA appear to be "safe" and perhaps even increase somewhat in the budget. They have little information on either the budget or reauthorization.

Bob Scopatz reported that BTS recently ran a contest for student-led projects on Data Visualization. There is a session at TRB where the two winners are going to present their work.

6. Committee Reports

Constitution (Ralph Zimmer and Jim Davis)

Jim Davis reported that there is a conflict between the Articles of Incorporation and our Constitution. The differences aren't extreme, but we should take care of them in an amended set of Articles of Incorporation. Jim has circulated (to a small group) a draft of rewrites of sections 1-3 of Article 11 of the Articles of Incorporation. Jim said that we need a vote of the Board and vote of the membership to amend the Articles. Jim suggested that we put the process in motion to rewrite the Articles and have the votes of the Board and membership. Bob Scopatz suggested that we use the MN SCORE volunteer network to review our changes before going out for a vote of the board and members.

There is one change we have to make to the Constitution. Our constitution says we send left-over money on dissolution of ATSIP to the members in good standing. That needs to be stricken from the Constitution because it is against the law for 501c3 and MN State law.

We also have to modify the Constitution to clarify that the Treasurer can come from within the Executive Board and may have a vote. Given that we have to go to the membership for a vote anyway, we might as well add a ballot issue for clarifying the Treasurer's voting rights. Bob Rasmussen suggested that we leave it flexible in order to allow the Treasurer to come from the Board and have a vote. Jim Davis said he would like to mirror this language to the language describing the Parliamentarian – they neither gain or lose a vote by virtue of being appointed Treasurer.

Bob Rasmussen asked if we can handle the voting via email balloting. Jim said that he recalls a statement in the Minnesota law about electronic voting processes. He will check on whether or not we can legitimately conduct the vote electronically and, if so, we should do that. (Note in his comments on the Draft minutes, Jim Davis subsequently confirmed that

electronic voting is permitted under Minnesota law (<https://www.revisor.mn.gov/statutes/?id=317A.447>). He also judged that our process is in accordance with the law.

Jim Davis said that he will provide a track-changes version of the Articles that Bob Scopatz can take to the SCORE volunteers. Bob can also ask the SCORE folks if we can take care of the voting electronically.

Chris Madill talked about the ATSIP role as broker in putting together the new Advisory/Assessment. He said that the issue of membership grades needs clarification and/or simplification. Bob Rasmussen suggested that we drop the Associate member level, and just have “member” and “fellow” levels. Chris said that if we can require people to be members before we assign them to a go team or technical assessment panel. We can tie participation to membership. Luke Johnson that NHTSA would not have a problem with ATSIP requiring ATSIP membership for anyone that ATSIP recommends as an assessor. Bob Rasmussen asked Chris Madill to draft an email/letter to prospective members to let them know about the opportunities and benefits.

Best Practices (Tim Kerns)

We are getting between 5-7 submissions for projects and websites, we are satisfied that the process is working. Angie Schmit said that she hasn't posted the call for nominations yet. Historically we have had the due date be April 15th. Tim will take care of having the awards made. Bob Scopatz suggested that we add an award for Best Data Visualization. Tim said that he will add that award and Bob Scopatz and Marty Pollock will help with the language.

Dave Bozak said that GHSA has a new state highway showcase on their website. It is currently showcasing the Massachusetts Online Crash and Citation System.

Tim Kerns suggested that we add notations in the Forum program to show which presentations are from Best Practices submissions and/or winners.

Chris Madill suggested that we change the name of the awards from Best Practices to something emphasizing the National nature of the award and that we're rewarding innovation. Tim Kerns and Chris Madill will work together on a new name and new descriptions/criteria. Tim will also bring in Cory Hutchinson as well.

ATSIP Strategic Planning (Larry Cook)

No report.

Membership/Outreach (Bob Rasmussen)

Bob Rasmussen provided a copy of the member application from Sgt. Rodney Patton

MOTION:

Bob Rasmussen moved that we accept Sgt. Patton as a member

Bob Scopatz seconded

Motion carried

Bob Rasmussen also suggested that we move to eliminate the Associate Membership level and rewrite

MOTION:

Bob Rasmussen moved that in order to assist in rewriting the Constitution we move to three levels of individual membership: member, Fellow, and Emeritus; dropping the level of “associate membership”.

Chris Madill seconded

Motion carried

Bob Rasmussen said that email dues notices are going out. The next step will be to send the same sort of thing to all the non-members who attended the Forum last year. We would like to get it done in January or early February.

Data Quality & Improvement (Bob Scopatz)

Bob Scopatz suggested we move forward with the proposal and add a piece for a pilot test. Bob Pollack said that he would like to review the proposal for potential conflicts with CDIP and RDIP. Dick Paddock suggested that we move forward with the proposal as is with an option for a pilot test rather than budgeting. Chris Madill asked if this would serve as a resource document. Ken Carpenter asked if this could set up go teams or technical advisory committees as an option. The group had a discussion of how much float ATSIP would have to fund while we pay for participants and wait for USDOT to pay our invoices. It appears that we could plan on something like a \$30,000 float that we would have to fund in advance. Travel can be invoiced 30 days before the meeting.

Bob Scopatz will prepare the revised proposal and provide it to Luke Johnson and Bob Pollack for a review of conflicts with existing USDOT projects and in order to learn more about the approval process for unsolicited proposals. After that review, we will either revise the proposal, drop it, or move forward with a vote of the board.

Chris Madill stated that NHTSA has considered developing a TSI course specifically for Traffic Records Management and that there might be some utility in looking at that effort in the context of this proposal. He also stated that this effort sounds like a revision and expansion of scope based on the prior Traffic Safety Information Systems Guidelines. Angie has it on the ATSIP website and will send it out as a work in progress asking for the USDOT TRCC to give us feedback.

Policy/Positions & Resolutions (Kathleen Haney)

Kathleen Haney said that we have reviewed our guiding documents and the Board has the authority to write position statements on issues without needing a vote of the membership. Kathleen asked for a list of position statements that we want to develop. She hopes to get the list of issues now and develop statements for approval at the February meeting.

Bob Scopatz suggested that we make one in support of “data driven decision making” and “science-based” decision making. Examples of successful efforts we could point to are DDACTS and CODES.

Angie Schmit said that we could reinforce a position against use of cell phones while driving.

Dave Bozak said that with the recent NIEM approval of the MMUCC XML schema based on the MMUCC 3rd Edition we should express our desire to see NIEM's approval of the MMUCC 4th Edition be carried out as soon as possible after the new release of MMUCC; hopefully this year.

Bob Scopatz mentioned that Barbara Harsha had suggested we issue a statement in support of the Towards Zero Deaths initiatives.

Bob Scopatz asked who would be tasked to issue our policy statements in the form of press releases in addition to posting on our website. The group discussed the advantages of using this mechanism as a way to get our group recognized as a resource by the press when dealing the transportation safety issues.

7. 2012-2013 Nominating Committee (Bob Rasmussen)
Bob Rasmussen proposed the nominating committee as:
Bob Rasmussen, Chair
Chris Madill, Western
Bob Scopatz, Central
Tim Kerns, Eastern

MOTION

Bob Rasmussen moved that the Board approve the Nominating Committee as proposed.

Angie Schmit seconded

Motion carried

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

Angie said that in this report-out she will leave aside the issue of the TSASS proposal and recuse herself from the votes on those.

For the ATSIP website, there have been no updates since the last meeting. Some things depend on what we do with the content management proposal.

The TR Forum website is a place-holder for the most part. There is some content from Martha Florey and Marty Pollock. Further work on that will be up for discussion based on the content management discussion.

9. 2012 Forum Update (Marty Pollock)

Marty Pollock reported that we have some static information and the program grid for the 2012 Forum. We will wait to post the rest of the content until we know what we'll be doing with the content management proposal. The theme is "Taking it to the Streets: local roles in traffic records." We want to examine how daily activities play into the bigger picture. We have a logo for the Forum as well. Marty passed that around for the Board to look at. Mississippi DOT put that together for us.

We are going to add an award category for Data Visualization.

We have secured the opening session keynote speaker: Mark Hallenbeck. We have a second speaker (Karl Wicklund) for the luncheon keynote speaker and are awaiting his agreement to participate.

The budget for the Forum is still not solidified. We would like to provide support for two students to come in to present the Data Visualization work. Dick Paddock said we could let our Data Visualization best practices winner be the third presenter in the Data Visualization session. The group agreed that this was a good idea and would round out the session.

Chris Madill asked what the value of paying for the two students to come to the Forum to present. Dick Paddock said that we do have a precedent for paying for some speakers to come to the Forum especially in cases when the State couldn't pay for attendance. We could view this as a scholarship and it's a reward for winning the competition. Marty added that it would be an \$2328 cost for the two students, much of which would not show up as actual out-of-pocket costs since it includes items such as comp'd rooms and registration fees. The actual out of pocket would be for travel (airfare) amounting to about \$1000 for both students. It's probably not an option to share the costs with USDOT because there are complications with getting approval to pay for travel from the Federal side.

Demetra Colia joined the meeting and we asked her about the student winners and our desire to have them come to the Forum to present their work in a session. Marty asked if BTS can help cover some of the costs. Demetra said she would discuss this with Pat Hu. We will table this until February's meeting and entertain a motion at that time.

The rest of the budget run down is as follows:

Sponsors: based on 5 previous years. We had 1 platinum, 1 gold, 5 silver, and 20 vendors. It came in at about \$45,000. Bob Rasmussen asked if NHTSA paid for a booth at the federal level for display space. We need to send a letter to each of the Federal partners to find out if they'll be having a booth. FHWA is likely to have two booths. FMCSA gave us \$15,000. So we need to find out what each mode is what they are planning to do for 2012.

Bob Rasmussen said that the grant amount from NHTSA should be reflected differently in the budget because now it is expense reimbursable rather than showing it as a grant. Ken Carpenter suggested that it should show in the revenue side, but Luke Johnson said that it needs to be reflected as a declining balance reimbursement. We agreed that it should not be shown in the Forum budget. Dick Paddock said that there is nothing in the TSASS proposal as it sits right now that is *directly related* to the Forum. It has to be funded from money other than the NHTSA Forum support grant. If we said to build the registration system, that could have been paid for with the NHTSA money. Bob Pollack said that he had a preliminary conversation about FHWA additional support, but it has to show as directly supporting FHWA's mission – the possibility being support to put together a roadway track.

The FMCSA money is different from the NHTSA grant. It had not strings in the past.

The next two items are host state and host-state-in-kind. Are we asking Mississippi for a check or are we mainly getting in-kind contributions. Ken Carpenter said that they are doing

so much in-kind more than what was the case for North Carolina so we probably should not show a monetary contribution. Hadi Shirazi asked Marty to set up a phone conference meeting with Mississippi (Jim and Christy), Hadi, Bob Rasmussen, and Marty in the next week.

Marty said he would like to open registration April 1st, 2012.

10. 2012 Vendor Update (Pete d'Oronzio)

No report. Marty Pollock said that this is on list of things to finalized.

11. 2012 Mississippi Department of Transportation

Not present.

12. 2013 Forum, Ken Carpenter

Ken Carpenter distributed a handout of properties and their ability/proposals to serve as a venue for 2013 or 2014 Forums. He stated that if the property couldn't meet our date requirements he disqualified them (e.g., if they proposed any dates that straddled the Federal Fiscal year change, or if they proposed the Columbus day week because that would conflict with the AASHTO meeting). There are 5 properties interested in BOTH 2013 or 2014, and three properties interested only in 2014. Ken said that we got fairly comparable room rates, but there is a large spread on meal costs. We also need to pay attention to how much space there is for the meeting rooms, especially, since the hotel in Charlotte was a bit cramped. He also mentioned that internet costs are a concern. Ken said that he sent materials and reached out to Missouri (Leanna Depue) and she said she was going to talk to her associates. He's had a number of contacts with Minnesota and have been waiting for the Director to be permanently appointed. They would also need some commitment from MNDOT. He has been contacted by Reno but they need to have the Highway Safety Office. Iowa also has expressed interest for 2014. Dick Paddock said he likes the idea of moving the Forum around, but the big problem of moving to either coast is that it ends up costing people from the opposite side a lot more money in travel. The Central region is convenient and cheaper overall for travel. Jim Davis said we don't have many members on the West coast. It is also true that the California folks have problems even getting approval for in-state travel for conference attendance. Dick Paddock said we should really work with the State offices in Missouri and Minnesota. Hadi said that he talked to Leanna Depue about the Hilton St. Louis Ballpark and it is a very good location and hotel.

Chris Madill thanked Ken for putting the documentation together. He said that one of the biggest contingencies for our decision is whether or not we can get solid support from the State agencies – how much can the State do to assist in putting on the conference. We also want to provide some value to the host state as well. Hadi said it looks like we can narrow the choices down to St. Louis or St. Paul.

Kathleen Haney said that she can get a statement on level of commitment. She also questioned the meal costs for St. Paul. Ken said that Dan Briscoe re-verified it with the hotel and they did say that we can upgrade the meals if we want to.

The group decided that we would pursue both St. Louis and St. Paul to cover 2013 and 2014 with the decision of which site to use in which year pending for a future meeting. We will make a motion on the decisions at the February meeting.

13. City of Edmonton, Canada for Mini-Forum

We sent a letter with three options for holding a Forum in Edmonton. Gerry Shimko got back to us with acceptance of the idea of adding a TR Forum day at the end of their International Conference on Urban Traffic Safety. He would like to do this for the April 2013 conference they have planned. They haven't asked for a financial contribution. We need to figure out if there is a need for monetary contribution or if we are just acting as content providers and hope to boost attendance for them and have an International presence for the Forum. Luke Johnson asked if we would have the ability to get that many people in Canada.

Hadi Shirazi appointed Ward Vanlaar as the liaison representative to work with the City of Edmonton on planning the joint event.

14. New Business

ATSIP Technical Support Proposals from TSASS

Dick Paddock presented the TSASS proposal as revised at the request of the Board in December's special meeting. The original proposal was based on a conversation with Bob Rasmussen at the 2011 Forum. In December the Board made the decision to scale back to the most immediate items. It is revamped to develop this based in a content management system. The proposal is to refresh and rebrand the system. The operating assumptions are that once the structure is established, individuals on the board will be given authentication rights to maintain their portions of the website. TSASS is assuming that ultimately the Forum website would also get moved into Content Management as well. Right now, we are purchasing only one copy of the content management software for the present time. Ideally, we would establish things with the program chair and there would be content management done by the program chair, the vendor liaison, etc. It means that there'd be less of TSASS unreimbursed in-kind contributions purely to post content.

The membership portion functionality is there now but it needs a rebuilt. The data are available as a person record, a membership record for each year of that person's membership, an activities record with many-to-one for each individual – can be used to track professional contact hours, track modules taken in TR101, etc. With what is brewing with the TR Advisory/Assessment process, they expect that the profile information and an updated resume will be part of the content on the system as well. Will have a place for the professional certification committee chair to go in and update records about each individual who has been certified.

Once it's done, they assume that 99% of the actual work in these online environments will be done by either committee chairs (membership, etc.) or by individuals updating their own records. TSASS will still have about 1 day a month in support. If it got much beyond that, TSASS would have to come back to us for more money. The proposal is for time and materials billed as they get things done.

Bob Scopatz asked if the content management set-up turns out to take more time than he's budgeted and we may run out of money under a time-and-materials contract before we get a usable product. Dick clarified that he's confident on the membership support side of this application so there's little danger of blowing the budget for the work that we already have prioritized. The concern was that ATSIP might come back asking for new extensions to additional areas and that might increase the burn rate on the contract. The group agreed that that would represent a change of scope for the project and would have to be dealt with as a separate decision.

Chris Madill referred to the Communications Audit he performed for ATSIP. In it, he concluded that our web-presence *is* our presence. He also said that we should really spend some time on the front end of the new project to develop more detailed requirements and thus reduce the risk that we'll blow the budget once we start to actually do the programming.

Dick is asking for a single individual as our point-of-contact. We don't really want to have to go to the full board for every decision along the way.

Chris Madill said that looking at this kind of service in the private sector could not be found for the price that's being offered here.

Hadi Shirazi said that Wanda and Connie have urged him to get this project moving forward. They are feeling the need for the solutions to be in place. He asked if at the end of six months/1 year to get a report. Dick said that ATSIP will get a progress report monthly.

Assuming we have approval coming out of today's meeting, Dick said that they will be able to present solid information for us in February and the migration will begin in March.

MOTION

Bob Rasmussen moved that we approve the proposal as submitted.

Ken Carpenter seconded

Motion carried

Hadi Shirazi appointed Bob Rasmussen as the contract manager.

Bob Rasmussen asked Dick to also come back to us with the revised proposal for the registration management system so we can start to look at that and consider approval in the near future. Dick said that we have the original proposal, that he would not change it, and that it would include several features related to membership and registration, fees, days of attendance, discounts, etc. He would also like to have the ability to track session attendance within that system.

Marty Pollock asked if the session evaluations can be part of the Forum support system as well. Dick said yes.

Ken Carpenter asked if we can have the registration system in place in time for the 2013 cycle – would need it by March of 2013, so we can't afford to take six months to make the decision. Dick Paddock said that ideally the registration system would be in place as a beta version to be tested this year – when it was not critical – and then we could be sure that it was ready for use in support of the 2013 Forum. Bob Scopatz asked if there was still any advantage to waiting to approve the registration piece of the project or if we could move forward now. Luke Johnson suggested that if there was a way to move forward with it in the current fiscal year, we might want to do so in order to be sure to spend the money from the NHTSA grant available in the current fiscal year. His concern was that by delaying we might not be able to spend all of that money and, while it might be possible to roll money over to the next fiscal year, that is not the preferred option.

There is also a program piece that would be in a later phase. The program tool would be a dynamic thing that could manage changes at any point, and we wouldn't necessarily have to reject changes after a certain point. Speakers would also have an upload spot that organizes things by session, topics, etc.

MOTION

Bob Scopatz moved that we approve the registration portion of the system now in order to bill in the current Federal Fiscal Year.

Bob Rasmussen seconded

Motion approved

Discussion: Kathleen asked what's at risk in terms of being able to bill for sufficient costs by September. The discussion revolved around whether or not we should look to make progress on the remaining portions of the system in the current fiscal year as well. Dick said he recommended deferring that decision for 90 days in order to see how well the project is going and determine what else we need in the system.

Proposed Budget

Bob Rasmussen presented his proposed budget for 2012. He provided a handout with 2011 actual and 2012 estimated income and expenses for ATSIP and the Forum. He asked us to approve this budget as a preliminary until we have the Forum budget.

MOTION

Bob Scopatz moved to approve the proposed budget as preliminary pending detailed information on the 2012 Forum budget.

Chris Madill seconded

Motion carried

Kathleen asked if this budget reflects the anticipated costs of the TSASS proposal. Jim Davis said we will have to develop a separate tracking budget for the NHTSA grant money and expenditures. Dick Paddock said that the 12 month contract is for \$32,000. Phase 1 development of the registration system is \$12,450. Bob Rasmussen said that he will update the preliminary budget with the final figures for the TSASS project as well as the 2012 Forum budget and provide the updated documents to the Board.

Other New Business:

Ralph Zimmer said that he was involved in some conversations about award winners and honorees. Bob Scopatz asked if this would be coming in through the Distinguished Achievement Award nomination process or separately as a special award. Ralph said that he had not seen the policy statement defining the Distinguished Achievement Award. Bob Scopatz said that he would send the policy statement describing the Distinguished Achievement Award to the Board and Parliamentarians.

15. Future Executive Committee Meetings

Teleconference on Wednesday February 22nd 1 PM central time

The TR Forum program meeting will be February 7th, 1 PM central time.

16. Adjourn

MOTION

Kathleen Haney moved to adjourn

Marty Pollock seconded

Motion carried

Meeting Adjourned at 4:55 PM EST.

Submitted as Draft-For-Review 1/22/2012 by Robert A. Scopatz, Secretary

Revised reflecting comments received as of: 1/23/2012 – RAS

Submitted as Draft for Approval 2/10/2012 by Robert A. Scopatz, Secretary

Approved by the Executive Board 2/22/2012



Association of Transportation Safety
Information Professionals

December 31, 2011

To – ATSIP Executive Board

From – R. R. Rasmussen, II

Subject – 2011 Fiscal Year End Balances

The following reflects those monetary assets of ATSIP as of December 31, 2011.

ATSIP Operating Account (Chase Bank)

Balance as of 12/31/2011	\$30,045.10
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FORUM Account (Main Street Financial Federal Credit Union – LA DOTD)

Balance as of 12/31/2011	\$86,416.18
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Total ATSIP Assets	\$116,461.28
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Submitted 1/21/2012, Executive Board Meeting, Washington, D.C.