

ATSIP Executive Board Meeting

Meeting Minutes

Wednesday, February 22, 2012

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

Cynthia Burch, Maryland

Kathleen Haney, Minnesota

Tim Kerns, Maryland,

Nils King, Indiana

Angie Schmit, TSASS

Ward Vanlaar by proxy to Hadi Shirazi

Non-voting participants:

Ralph Zimmer, Montana

Dave Bozak, InfoGroup

Bob Rasmussen announced a quorum at 1:05 PM CST.

Hadi Shirazi called the meeting to order at 1:05 PM CST.

2. Minutes (Hadi Shirazi)

Approval of Minutes from January 21, 2012 Executive Board Meeting

MOTION:

Bob Rasmussen moved to accept the minutes of the January 21st, 2012 Executive Board Meeting.

Marty Pollock 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)

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 (No Liaisons were on the call)

6. Committee Reports

Constitution (Ralph Zimmer)

Nothing new; see January minutes for outstanding items. Bob Rasmussen will draft changes to membership section to reflect elimination of Associate Member category.

Professional Certification Committee (Hadi Shirazi)

Hadi Shirazi has asked Dave Bozak to chair this committee and Dave has accepted the challenge.

MOTION:

Bob Rasmussen moved to accept the appointment of Dave Bozak to chair the Professional Certification Committee.

Angie Schmit seconded

Motion carried

Best Practices (Tim Kerns)

Tim Kerns is tweaking last year's language. Tim is still working with Chris Madill who suggested a name change from "Best Practices" to something that more accurately reflects the national and progressive nature of the awards. Tim is also working with Bob Scopatz on the Data Visualization award. The deadline for submissions will move to June 1st.

ATSIP Strategic Planning (Larry Cook)

No report. Hadi Shirazi raised the point that we have not had a report from this committee for some time. If ATSIP desires to continue this committee should a new chair be named? A suggestion was made to change the focus of this committee to updating the National Agenda. (Item for discussion at March meeting?)

Membership/Outreach (Bob Rasmussen)

Dues membership notices were sent out and Bob is working on a write up to entice nonmembers to join.

Data Quality & Improvement (Bob Scopatz)

No report.

Policy/Positions & Resolutions (Kathleen Haney)

Kathleen Haney sent out possible position areas for comment and will develop position statements based on the feedback she received for the March meeting.

7. 2012-2013 Nominating Committee (Bob Rasmussen)

Bob Rasmussen queried current eligible board members and all have agreed to serve with the exception that he has not heard back from Pete d'Oronzio. He has received names of 6 potential new candidates. The Nominating Committee may have a slate ready for the March Board meeting.

8. Web Site Progress (Angie Schmit)

The TSASS contract is proceeding. Angie Schmit has been working with the programmer to develop the front end of the member site. However we decide to proceed with finances on the site (PayPal, etc.) there will be a way to pay via credit card. Angie will have something to demo in March.

9. 2012 Forum Update (Marty Pollock)

Marty Pollock is working with Kristy Price developing Letters and Applications for Sponsors, Vendors and Booths to be sent in an email blast and posted on the website. The Call for Presentations is ready to post and will be posted when Marty is ready to begin receiving submissions. Kathleen Haney asked what the submission deadline will be – May 15th. Best Practices (or new name) Awards information will also be ready to post soon.

Marty raised an issue with respect to breakdown of vendor area. If we have the last access to the vendor area be at the Tuesday afternoon break (2:30 - 3:00), we may incur an additional \$200 charge if the breakdown takes longer than until 5:00. Board members agreed this was fine to allow vendors that time with attendees.

Mississippi DOT will handle the “printables” as a contribution to the Forum.

Hadi Shirazi and Bob Rasmussen discussed what could be funded from the NHTSA grant. The Board agreed to fund the web development that can be linked to the TRF from this year’s NHTSA money. We are in an odd place since there will not be a Forum in this federal fiscal year. Bob will continue to consult with Luke Johnson from NHTSA.

10. 2012 Vendor Update (Pete d’Oronzio)

No report from Pete. Marty Pollock and Kristy will move forward. Bob Rasmussen asked Marty to try and get in touch with Pete again as it was his understanding that Pete was going to solicit “Big” players and if he isn’t we need to move on recruiting more local vendors. Angie gave Christy a list of past contact info to start from.

OPS has merged with Appriss but is still interested in being the Platinum sponsor.

Hadi has a few leads he will forward to Marty. If you’re sending an email to Marty regarding the 2012 Forum please have 2012 Forum in the subject line so his state email account doesn’t overflow.

11. 2012 Mississippi Department of Transportation

Not present.

12. 2013 Forum (Ken Carpenter)

Ken Carpenter has reviewed dates and availability per the January Board meeting and is ready to begin contract negotiations. The proposal is to hold the 2013 Traffic Records Forum at the Crowne Plaza in St. Paul, Minnesota October 27-30, 2013; and to hold the 2014 Forum at the Hilton at the Ballpark, in St. Louis, MO, October 19-22, 2014.

MOTION

Ken Carpenter moved that we approve the proposal and move forward with drafting the contracts.

**Nils King seconded
Motion carried**

13. City of Edmonton, Canada for Mini-Forum

Hadi Shirazi appointed Ward Vanlaar as the liaison representative to work with the City of Edmonton on planning the joint event at the January meeting. Ward will connect with Hadi next week.

14. New Business

No New Business

15. Future Executive Committee Meetings

Teleconference on Wednesday March 21st 1 PM central time

Dave Bozak is unavailable but will forward his items to either Hadi or Bob.

16. Adjourn

MOTION

Nils King moved to adjourn

Bob Rasmussen seconded

Motion carried

Meeting Adjourned at 1:50 PM CST.

Submitted as Draft-For-Review 2/22/2012 by Kathleen Haney

Submitted for Approval 3/16/2012 by Robert A. Scopatz

Approved by the Executive Board 03/21/2012