

# ATSIP Executive Board Meeting

## MINUTES

Wednesday, March 21<sup>st</sup>, 2012  
Teleconferencing, 1 PM Central Time

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

Hadi Shirazi, President  
Bob Rasmussen, Past-president by proxy to Hadi Shirazi  
Ken Carpenter, 1<sup>st</sup> Vice President  
Marty Pollock, 2<sup>nd</sup> Vice President  
Bob Scopatz, Secretary  
Cindy Burch, Maryland  
Tim Kerns, Maryland  
Nils King, Indiana  
Chris Madill, Washington  
Angie Schmit, TSASS  
Ward Vanlaar, TIRF

Non-voting Attendees:

Luke Johnson, NHTSA liaison  
Ralph Zimmer, co-parliamentarian  
Jim Davis, co-parliamentarian

Bob Scopatz announced a quorum at 1:05 PM Central time  
Hadi Shirazi called the meeting to order at 1:06 PM Central time

### 2. Minutes (Hadi Shirazi)

----- Approval of Minutes from February 22<sup>nd</sup>, 2012 Executive Board Meeting  
Kathleen Haney sent in a change to the year from 2011 to 2012

**MOTION: Nils King moved to approve the minutes of February 22<sup>nd</sup>, 2012**  
**Angie Schmit seconded**  
**Motion passed**

### 3. 1<sup>st</sup> Vice President's Report (Ken Carpenter )

Ken Carpenter reported that he had no new information to present.

### 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**

NHTSA: Luke Johnson reported that the Advisory rewrite is going well, as is the associated IT system. They have received welcome feedback on the document. It is due to go through the Federal Register process by the end of Spring. Luke thanked the ATSIP board members who have participated.

They are working through the NEIM to develop an XML standard for traffic records.

NHTSA is putting together a new grants processing system and we will hear more about it soon. The NHTSA procurement office will be in contact with Bob Rasmussen.

## 6. **Committee Reports**

### Constitution (Ralph Zimmer and Jim Davis)

Jim Davis said that he has a draft of the changes to member level. He said the simplest thing to do would be to delete the current description of the Member level and apply that title to the Associate Member level. He believes that would be the only change required.

In changing the articles of incorporation, we have a small number of changes to make to the Constitution.

Angie Schmit said that they would like to make a change to how people receive dues notices so that notices go out to each individual the month before they are due. Jim Davis said that our dues year ends in December. Ralph Zimmer and Jim Davis suggested that we just have everyone's year terminate in December.

Angie asked what we should do if someone pays in October. What is the cut-off for crediting a person depending on when during the year they pay their dues. Jim Davis said that this is a board policy question. We could decide to prorate, or we could apply dues paid late in the year to the following year. Right now, we only apply dues to the year in which they are paid.

Bob Scopatz asked if we could make the Forum the cut-off and allow people who join at the forum to be a member for that calendar year and the following year.

Hadi asked if we could table this until next meeting. We will look for a motion at the next meeting. Angie Schmit will put together a summary to all Board Members.

### Professional Certification Committee (David Bozak)

Hadi Shirazi reported that Dave Bozak has agreed to head this committee. He has contacted and invited three people to participate: Cindy Burch, Cory Hutchinson, Tom Hollingsworth. Cindy Burch said that the group has exchanged emails and plans to work with Luke Johnson and John Siegler. NHTSA will provide a list of people who have participated in the Traffic Records Advisory update.

The group will work with ATSIP and NHTSA to identify people who can serve as assessors in the future. They are working towards putting together a team for the pilot test of the new assessment process.

Best Practices (Tim Kerns)

The announcements are up and have a June 1<sup>st</sup> response rate.

ATSIP Strategic Planning (May be Change to National Agenda)(Larry Cook, ???)

Hadi asked if we can change this committee to the National Agenda Committee. Jim Davis said that Hadi could simply task the Strategic Planning committee to work on the update to the National Agenda, and we would want to have a motion and vote on the change in the charge.

Luke Johnson said that ATSIP is a key player in the National Agenda. He suggested that we might want to look into coordinating this effort with NHTSA. Hadi suggested that we plan to vote on this in April.

Membership/Outreach (Bob Rasmussen)

Bob Rasmussen sent four membership applications.

Nancy Lefler

Donald A. Terry

Deborah Rood

Camille Fountain

**MOTION**

**Ken Carpenter moved to accept all four applicants as Members**

**Cindy Burch seconded**

**Motion Passed**

Data Quality & Improvement (Bob Scopatz)

This is tabled until 2013. We will bring this up at the Traffic Records Forum in October.

Policy/Positions & Resolutions (Kathleen Haney)

No report

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

Bob Rasmussen sent a note to Hadi saying that the Nominating Committee has identified 3 potential candidates and hopes to have two more for consideration. He will give an update report at our April meeting.

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

Angie Schmit said that TSASS has provided website templates to Bob Rasmussen who is going to solicit feedback from selected board members. TSASS is looking into credit card processing options. This has been sent to Hadi Shirazi and Bob Rasmussen.

ATSIP membership data system has begun with preliminary design, resume and picture uploads, tools for membership status screens.

There are 700 or so people who are in the contacts file – they have never been paid members.

**9. 2012 Forum Update (Marty Pollock)**

Marty Pollock reported that we have made good progress since February. At the ATSIP.org website, under the 2012 tab there is a new page. It talks about the program, presents the grid, and has a registration site. There's a venue link explaining what is available at the Beau Rivage and nearby. The vendor booth application is out there too. The award solicitations are on the page too.

The call for presentations and sessions is out. We have started to get some in.

We have been working with a test site for hotel registration and transportation from the airport.

The forum planning team is going to populate the program grid and update it with information about each presentation and session as they finalize it.

Angie Schmit asked if there is going to be a fee for the shuttle to/from the airport. We will update that on the website once we know. We should know by April 10<sup>th</sup>.

Bob Scopatz asked if Ken Carpenter could send a copy of the keynote speaker invitation letter he used last year so we can edit and send a formal invitation to the 2012 keynote speakers.

#### **10. 2012 Vendor Update (Pete d'Oronzio)**

No report

#### **11. 2012 Mississippi Department of Transportation**

#### **12. 2013 Forum, Ken Carpenter**

Ken Carpenter said we have signed the contract with St. Paul. Room rates are good from October 23-29. The session dates are 10/25-28/2013. This is at the Crowne Plaza in St. Paul.

For the 2014 Forum in St. Louis, we had previously said the session would 10/19-22/2014, but the Hilton has asked if we can switch the dates to the following week. The revised dates are 10/26-29/2014. They have left the room rate the same and will give us a lower price on the A/V support.

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

Ward Vanlaar said he has a meeting set for 4/25 with the folks in Edmonton. That will be the kick-off to start organizing the mini-forum. The background is that the Edmonton people reached out to ATSIP to organize the Traffic Records Forum in Edmonton, but we determined as a board to suggest we organize a mini traffic records forum back-to-back with the annual Edmonton Urban Transportation Conference.

#### **14. New Business**

Chris Madill said that he has taken a new position in the highway safety office. He said that he will continue to support ATSIP and stay on the Board. They are hiring to back-fill Chris'

position as traffic records program chair.

15. Future Executive Committee Meetings – Teleconferencing on Wednesday April 18<sup>th</sup>,2012  
1 PM Central time

16. Adjourn

**MOTION**

**Bob Scopatz moved to adjourn the meeting**

**Ken Carpenter seconded**

**Motion passed**

**Meeting adjourned at 2:07 PM**

Submitted as Draft for Review 3/21/2012 by Robert A. Scopatz, Secretary

Revised based on comments received through 3/26/2012

Submitted for Board Approval 4/13/2012 by Robert A. Scopatz, Secretary

Approved by a vote of the Executive Board on 4/18/2012