
ATSIP Executive Board Meeting

Meeting Minutes

Wednesday, April 18th, 2012

Teleconferencing, 1 PM Central Time

Attendees:

Hadi Shirazi, President

Bob Rasmussen, Past-president by proxy to Bob Scopatz

Ken Carpenter, 1st Vice President

Marty Pollock, 2nd Vice President

Bob Scopatz, Secretary

Cindy Burch, Maryland

Tim Kerns, Maryland

Nils King, Indiana

Angie Schmit, TSASS

Ward Vanlaar, TIRF

Cory Hutchinson, LSU

Kathleen Haney, Minnesota

Non-voting Attendees:

Ralph Zimmer, co-parliamentarian

Dave Bozak, InfoGroup

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

Bob Scopatz announced a quorum at 1:06 PM Central time

Hadi Shirazi called the meeting to order at 1:06 PM Central time

2. Minutes (Hadi Shirazi)

----- Approval of Minutes from March 21st, 2012 Executive Board Meeting

MOTION

Marty Pollock moved to approve the minutes of the March 21st, 2012 Executive Board Meeting

Ward Vanlaar seconded

Motion carried

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

Ken Carpenter said that the contracts for 2013 and 2014 are signed. The venue for 2014 is the Hilton at the Ballpark in St. Louis.

4. Treasurer Report (Bob Rasmussen)

Hadi Shirazi read the report submitted by 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.

1 With the extreme assistance of Angie we now have the ability to bill persons through
2 PayPal.

3
4 2011 Tax Return has been completed.

5
6 Bob Scopatz asked about the PayPal fee that is taken out. Angie Schmit said that the fee is
7 a small flat fee plus a percentage. It looks to amount to under 3%. The question was raised
8 about whether we should increase our fees by a small amount to cover these deductions.
9 Ward Vanlaar suggested that we raise our fees a small amount each year. We agreed to
10 table to this discussion to give Bob Rasmussen time to look into it and to set a reminder for
11 a future ATSIP meeting to take up the issue of increases to dues and other fees.

12
13 **5. Liaison Reports: None present**

14 FMSCA

15 FHWA

16 NHTSA

17 Other agencies

18
19 **6. Committee Reports**

20 **Constitutions (Motion on Table) (Ralph Zimmer and Jim Davis)**

21
22 Angie Schmit reviewed the issue of what to do with respect to changing the dues year.
23 She then read a recommendation from Bob Rasmussen codifying how the dues structure
24 has worked for the past few years. It has not been put in writing before now. The
25 proposal is:

26 There has been a bit of discussion concerning dues and years, etc. My recommendation is
27 we maintain our current yearly dues structure of a calendar year with the following:

- 28 a. Those that pay their dues in conjunction with registering for the forum would
29 have their year paid through December 31 of the following year.
30 b. Dues received prior to July 31 of a given year would be credited through the
31 current year December 31 giving them the forum discount if attending.

32 Based on history of the last two years those paying after July 31 are usually associated
33 with forum registration and would fall under “a” but if not credit them the following year
34 to December 31 to maintain a yearly billing.

35
36 Nils King brought up the issue of liability insurance for the board. There was a brief
37 discussion of whether or not dues are linked to the need for liability insurance to protect
38 the board. Ralph Zimmer reported that his experience is that if there is a lawsuit against
39 ATSIP, a lawyer might include the Board members. Nils King said that the only link
40 with respect to membership was that insurance costs are tied to membership. Bob Scopatz
41 said he would check into the insurance requirements and recommendations for non-profit
42 boards.

43
44 Angie suggested that we set up some form of pro-rating so we don't run into the situation
45 where people fail to pay for a full year's membership. The group discussed the various
46 options such as pro-rating by quarters, pro-rating for people who register at the forum,
47 pro-rating at the forum but only with payment of the next year's membership, not pro-
48 rating at all, or having registration be open at any time and the member's membership

1 year would be 365 days from the date of payment. Hadi asked for all of the options to be
2 put together in a list and shared with him and the Board so we can review this and decide.
3 Angie said she'll ask the programmer to see if we need to make this decision sooner than
4 next month.

5
6 **Professional Certification Committee (David Bozak)**

7
8 Dave Bozak shared the following information via email:

9 The Professional Certification Committee is charged with the responsibility of identifying
10 and recognizing individuals within the transportation safety data community who have
11 backgrounds and experience within specific subject areas that qualifies them to act as
12 subject matter experts in the planning, evaluation and operation of transportation data
13 systems.

14 Goals:

- 15
- 16 • To develop criteria for establishing level and depth of experience in the various
17 components of a state traffic records system and its operation that would justify their
18 designation as Subject Matter Expert.
 - 19 • To establish a procedure for recruiting, vetting and certifying Subject Matter Experts
20 in each of the various key aspects of traffic records systems.
 - 21 • To maintain a list of Certified Subject Matter Experts to serve on various state,
22 regional and national safety data systems evaluation, planning and operations
23 working groups.

24 Specifically, the Committee will:

- 25
- 26 • Maintain a list of Certified Subject Matter Experts for each of the modules identified
27 within the NHTSA Traffic Records Advisory.
 - 28 • Provide NHTSA with pre-screened individuals that provide subject matter assistance
29 to traffic records assessments and technical assistance teams.
 - 30 • Maintain professional activity history for all members to document his/her
31 participation in such Subject Matter Expert activities.

32 **Best Practices (Tim Kerns)**

33
34 No report.

35
36 **ATSIP Strategic Planning (May be Change to National Agenda)(Larry Cook)**

37 Hadi will select a chair of this committee by

38
39 **Membership/Outreach (Bob Rasmussen)**

40
41 Hadi Shirazi presented the following report submitted by Bob Rasmussen:

42 There are two new member applications from the North Carolina Administrative Office
43 of the Courts: Basil McVey (Deputy Director) and Janet Greene (Assistant
44 Administrator). Both have over 20 years in state government and over 15 years in data
45 systems. I recommend we approve both as ATSIP Members.

46
47 **MOTION**

48 **Cindy Burch moved that we approve both members**

1 **Angie Schmit seconded**
2 **Motion Carried**

3
4
5 **Data Quality & Improvement (Bob Scopatz)**

6
7 Bob Scopatz said that we're stalled on this until NHTSA and the USDOT TRCC decide
8 whether they can fund this effort. The Board suggested that we table this until our meeting at
9 the Forum.

10
11
12 **Policy/Positions & Resolutions (Kathleen Haney)**

13
14 Kathleen Haney reported that she will have resolutions for our May meeting.

15
16 **7. 2012-2013 Nominating Committee (Bob Rasmussen)**

17 Hadi Shirazi read the following report submitted by Bob Rasmussen:

18 The slate is almost complete. We are lacking one nominee before the committee can forward
19 to the Board for approval. If anyone knows somebody that would make a good candidate
20 please let me know.

21
22 **8. Web Site Progress (Dick Paddock, Angie Schmit)**

23
24 TSASS is moving forward with the ATSIP membership rebuild. There was a call on
25 3/29/2012 with Angie, Bob Rasmussen, and Hadi Shirazi on design issues. Last week she
26 sent a run-down of information she is looking for. We need a refund policy—not much
27 discussion of it yet.

28
29 **MOTION**

30 **Marty Pollock moved that we adopt the recommendations sent out previously by Angie on**
31 **the refund policy**

32 **Nils King seconded**

33 **Motion Carried**

34
35 The second issue is the privacy policy. There have been few comments to date, mainly from
36 Marty Pollock and Ward Vanlaar. Ward suggested an opt-out policy. Marty suggested an
37 open policy for name/title/employer. The contact information would be available to all
38 unless the individual requests us not to share the information.

39
40 **MOTION**

41 **Bob Scopatz moved that we adopt the privacy policy presented by Angie Schmit with the**
42 **addition of a sentence that a clear “opt-out” option will be presented**

43 **Cynthia Burch seconded**

44 **Motion Carried**

45
46 Angie said that her next item was to update the list of liaisons. She said that is being
47 worked on and will be resolved later.

48

1 A few people owe information such as bios for the leadership page and committee
2 membership.

3
4 **9. 2012 Forum Update (Marty Pollock)**

5
6 Marty Pollock reported that everything is up on the website. The hotel registration site is
7 operational and linked from the 2012 Forum page. We will be providing transportation
8 to/from the Gulfport airport.

9
10 Marty will take care of sending formal invitation letters to our key note speakers.

11
12 We have settled the cancellation and refund policies.

13
14 NHTSA is going to take two sessions. FHWA will handle six sessions, including a town-
15 hall meeting. Two MMUCC update sessions. A Traffic Records Assessment Update session
16 will be set up for Wednesday afternoon.

17
18 Two vendors have signed up, including the Platinum Sponsors.

19
20 Hadi Shirazi asked if there is a program management meeting in May. Marty said that the
21 next conference call is set for May 15th.

22
23
24 **10. 2012 Vendor Update (Pete d'Oronzio)**

25 No report

26
27 **11. 2012 Mississippi Department of Transportation**

28 No report

29
30 **12. 2013 Forum, Ken Carpenter**

31 Ken Carpenter reported that contracts for 2013 and 2014 have been signed. 2013 will be at
32 the Crowne Plaza in St. Paul, MN in the last week of October. Once we have the next
33 Program Chair, things can begin to move forward. The 2014 contract has been signed for St.
34 Louis Hilton at the Ballpark.

35
36 **13. City of Edmonton, Canada for Mini-Forum (Ward Vanlaar)**

37 Ward Vanlaar reported that he will have a kick-off meeting with the City of Edmonton next
38 week. Hadi Shirazi and Bob Scopatz volunteered to be on the mini-forum planning
39 committee.

40
41 **14. New Business**

42 Kathleen Haney said that the MN TRCC is looking for studies or sources on predictive
43 analytics for crash data. If you know of any resources please contact her.

44 -
45 **15. Future Executive Committee Meetings – Teleconferencing on Wednesday May 30th 1:00**
46 **PM CDT.**

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48 **15. Adjourn**

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MOTION

Nils King moved to adjourn

Marty Pollock seconded

Motion Carried

Meeting adjourned by Hadi Shirazi at 2:37 PM CDT

Submitted as Draft for Review on 4/18/2012 by Robert A. Scopatz, Secretary

Submitted as Draft for Approval on 4/21/2012 by Robert A. Scopatz, Secretary

Approved as Final by the Executive Board on 5/30/2012