
ATSIP Executive Board Meeting

Minutes

Wednesday, May 30th, 2012

Teleconferencing, 1 PM Central Time

Attendees:

Hadi Shirazi, President
Bob Rasmussen, Past-president
Marty Pollock, 2nd Vice President
Bob Scopatz, Secretary
Cindy Burch, Maryland
Tim Kerns, Maryland
Angie Schmit, TSASS by proxy to Dick Paddock*
Ward Vanlaar, TIRF by proxy to Bob Scopatz
Cory Hutchinson, LSU

*Dick Paddock attended representing Angie Schmit and is thus listed here rather than as a non-voting attendee

Non-voting Attendees:

Ralph Zimmer, co-parliamentarian
Dave Bozak, InfoGroup
Luke Johnson, NHTSA
Karen Scott, NHTSA

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)
Bob Scopatz declared a quorum at 1:04 PM Central time
Hadi Shirazi called the meeting to order at 1:04 PM Central time.
2. Minutes (Hadi Shirazi)
Approval of Minutes from April 18th, 2012 Executive Board Meeting
MOTION:
Bob Rasmussen moved to approve the minutes from April 18, 2012
Cory Hutchinson seconded
Motion carried
3. 1st Vice President's Report (Ken Carpenter)
No report
4. Treasurer Report (Bob Rasmussen)
Bob Rasmussen presented the Treasurer's Report through April 30, 2012.

Non-members can obtain a copy of the financial reports by contacting ATSIP.
Members can obtain the full minutes with financial report attached at the member's only section of the ATSIP website.

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2 5. Liaison Reports

3 FMSCA

4 FHWA

5 NHTSA:

6 Luke Johnson reported that the GSA situation has caused the FMCSA to pull their
7 support for the Forum this year and they may or may not send anyone to the Forum.
8 NHTSA has reaffirmed its commitment to the Forum. There will increased scrutiny for
9 travel this year. FHWA seems also to be planning to send people to the conference.
10 Luke said he would contact Pat Hu about continued support for the Forum as well.

11
12 The revised Assessment process is still moving forward and NHTSA looks forward to
13 working on staffing the SMEs.

14
15 Other agencies

16
17 6. Committee Reports

18 Constitutions (Motion on Table) (Ralph Zimmer and Jim Davis)

19 There is a motion on the table for possible revision to the dues process and dues year.
20 Bob Rasmussen said that after talking to a few people on the Board, it seems like we are
21 right in the middle of TSASS updating our website and he has rethought that based on
22 discussions with Angie Schmit and the TSASS programmer. It looks like we could easily
23 deal with a standard year being whenever a person paid their dues.

24
25 **MOTION:**

26 **Bob Rasmussen moved that we propose a change to the ATSIP Constitution to set a**
27 **standard membership year to be 12 months from the point of dues payment.**

28 **Bob Scopatz seconded**

29 **Motion carried**

30
31 Bob Rasmussen said that TSASS will send reminder notices 1 month prior to the due date
32 for each individual.

33
34 Ralph Zimmer said he had some concern that this change may require a change to the
35 Constitution. He said that he and Jim Davis will review this. Bob Rasmussen read the
36 Constitution section and Ralph said that he would interpret the language and determine
37 the means and method of voting. Bob Rasmussen read the appropriate selection from the
38 Constitution. Bob asked if we could add this change to the ballot for the Executive Board
39 election, and Ralph said we could do that or we could hold a vote at the Forum, or send
40 out a separate ballot. Our process requires 2/3 majority of the votes cast for passage.
41 Ralph and Jim will review this and make sure we are okay with this method and can add
42 the Constitution question to the ballot.

43
44 Today's motion sets the process going. Dick Paddock said that TSASS would like to
45 know whether or not ATSIP would like us to bring this portion of the website up before
46 the Forum, as that would affect whether not we want the balloting to be completed in
47 advance of the Forum. Dick said that TSASS can turn off the pieces of the program code
48 dealing with membership and put those changes on hold until after the vote is completed.

1 The system can be turned back on and generate notices of renewal within 24-hours of
2 approval.

3
4 Liability coverage for Board Members. This would be called Directors and Officers
5 liability coverage. We have the application from Bob Scopatz' insurer now,
6

7 The other kind of coverage we need is general liability coverage for the Forum (7 days),
8 up to \$1 Million. Some of the hotels require this. We don't need it for 2012, but we may
9 need it in future years.

10
11 Dick Paddock also asked about "Professional Liability Coverage" in the case where
12 ATSIP fails to provide the services that were required under contract and we'd be in a
13 position to have to pay back the money and pay for the client to redo the effort. Dick said
14 that this is insurance required to do work with some government entities. It can cover
15 malfeasance and nonfeasance.
16

17 Dick Paddock will send contact information to Bob Scopatz and Bob will serve as the
18 contact person to get quotes for all three types of coverage.
19

20 Professional Certification Committee (David Bozak)

21 Dave Bozak said that the minutes from the April 18th, 2012 executive board meeting
22 includes a description of what the professional certification committee will do. Dave also
23 asked Dick Paddock what the status is for the immediate action items related to ATSIP
24 providing SMEs for the Assessment process. Luke Johnson said that the contract is out
25 for signature and so we are about 3-4 weeks out from having this process move forward
26 from the ATSIP perspective.
27

28 Dick Paddock said that this appears to be an opportunity for ATSIP to provide some
29 services for members. It is a serious undertaking if we're going to start certifying people
30 as subject matter experts. If it is taken too lightly, and our "experts" cannot really
31 function at that level, it will not be good for us or the people who are relying on us, or
32 those who get the certification. He realizes that much needs to be figured out in order to
33 make this go forward.
34
35
36

37 Best Practices (Tim Kerns)

38 There are two submissions for Best Practices awards so far.
39
40

1 ATSIP Strategic Planning (May be Change to National Agenda)

2 Hadi said that we do not have much to discuss with respect to ATSIP's strategic plan, but
3 that we do have some ownership and interest in moving forward with a revision of the
4 National Agenda for Traffic Records. Bob Rasmussen said that the Constitution says that
5 Strategic Planning is one of two permanent committees.
6

7 Luke Johnson said that speaking purely as a liaison, he suggests that we may wish to
8 keep our internal strategic planning and National Agenda efforts separate. NHTSA has
9 an interest in supporting (eventually, perhaps in 2013 or 2014) the effort to update the
10 National Agenda.
11

12 Bob Rasmussen said that the Strategic Plan should be continuously updated. We have a
13 version now, but it should always be maintained. Ralph Zimmer said that if we wish to
14 change the name of the Committee, that would require an amendment to the
15 Constitution. If we were going to do that, it would be nice to do the two amendments at
16 the same time.
17

18 Membership/Outreach (Bob Rasmussen)

19 There are no new members for this month. We are working to get the website
20 operational in order to support better communication to current and prospective members.
21

22 Data Quality & Improvement [Table this until meeting at the Forum](#) (Bob Scopatz)

23
24 Policy/Positions & Resolutions (Kathleen Haney)

25 No report
26

27 7. 2012-2013 Nominating Committee (Bob Rasmussen)

28 As Bob Rasmussen wrote for the April 18th meeting, he believed that there was a slate
29 ready to propose. Unfortunately, there have been some changes since that time. Ken
30 Carpenter is stepping down, plus we still need board members to replace some existing
31 members who are stepping down.
32

33 Please send names and contact information for potential candidates to Bob Rasmussen as
34 soon as possible—next week at the latest.
35
36

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

38 Dick Paddock reported that TSASS has completed most of the traditional static web
39 content reformatting. The larger effort has been to rebuild the Oracle-based membership
40 database and tools. There are test sites available. There is a great deal of additional
41 functional and there are multiple automated functions (such as reminder notices and
42 membership status updates). PayPal is integrated with it. Based on today's discussion
43 and the pending vote, TSASS will "comment out" the membership system until the
44 Constitutional change passes.
45

46 Dick said that the member content can be turned on within a week or so, but they would
47 like some beta testers try it out first. If you are interested, send an email to Dick or Angie
48 and they will make sure you can get into the temporary system to do a review.

1
2 9. 2012 Forum Update (Marty Pollock)

3 Marty Pollock reported that 777 “save-the-date” notices went out. A second notice went
4 out focusing on the 400 people who did not open the original notice. The hope is that
5 these will filter out to others. There are professional development sessions set up for
6 Sunday and several sessions on Monday, Tuesday, and Wednesday. We have sponsors
7 on board and some vendors have already signed up for booth space. Karen Scott asked if
8 Marty has received the NHTSA request for vendor space. He replied that his information
9 might be a little old. Bob Rasmussen said that there was a mistake in the billing, but he
10 and Luke are working on it, but that NHTSA is indeed registered.

11
12 10. 2012 Vendor Update (Kristy Price or Pete d’Oronzio)

13 No report. Marty reported that the vendors from last year have been contacted and four
14 have already signed up.

15
16 11. 2012 Mississippi Department of Transportation

17 No report.

18
19 12. 2013 Forum, Ken Carpenter

20 No report. Bob Rasmussen confirmed that the contract has been signed.

21
22 13. City of Edmonton, Canada for Mini-Forum (Ward Vanlaar)

23 Hadi Shirazi reported that Ward sent him an email saying that he is working on this and
24 will present on it at the next Executive Board Meeting.

25
26 14. New Business

27 No new business.

28
29
30 15. Future Executive Committee Meetings –

31 Teleconference scheduled for Wednesday June 20th, 2012 1:00 PM Central time

32
33 16. Adjourn

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35 **Motion:**

36 **Bob Scopatz moved to adjourn**

37 **Bob Rasmussen seconded**

38 **Motion passed**

39
40 **Hadi Shirazi adjourned the meeting at 2:14 PM Central time.**

41
42
43 **Submitted as Draft for Review on 5/30/2012 by Robert A. Scopatz, Secretary**

44 **Submitted for Board Approval on 6/13/2012 by Robert A. Scopatz, Secretary**

45 **Approved by the Executive board on 6/20/2012**

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