
ATSIP Executive Board Meeting

Meeting Minutes

Wednesday, June 20th, 2012

Teleconferencing, 1 PM Central Time

Attendees:

Hadi Shirazi, President
Bob Rasmussen, Past-president, by proxy to Bob Scopatz
Marty Pollock, 2nd Vice President
Bob Scopatz, Secretary
Kathleen Haney, Minnesota
Cindy Burch, Maryland
Tim Kerns, Maryland
Angie Schmit, TSASS
Ward Vanlaar, TIRF
Cory Hutchinson, LSU
Nils King, Indiana, by proxy to Angie Schmit
Chris Madill, Washington, by proxy to Hadi Shirazi as alternate

Non-voting Attendees:

Ralph Zimmer, co-parliamentarian
Dave Bozak, InfoGroup
Jim Davis, co-parliamentarian
Luke Johnson, NHTSA

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)
Bob Scopatz announced a quorum at 1:04 PM Central Time.
Hadi Shirazi called the meeting to order at: 1:05 PM Central Time
2. Minutes (Hadi Shirazi)
Approval of Minutes from May 30th, 2012 Executive Board Meeting
MOTION:
Cindy Burch moved to approve the minutes of the May 30, 2012 Executive Board Meeting
Angie Schmit seconded
Motion carried
3. 1st Vice President's Report (Ken Carpenter)
No report.
4. Treasurer Report (Bob Rasmussen)
Bob Scopatz presented the financial information as reported by Bob Rasmussen. The full report through May 31, 2012 is attached.
5. Liaison Reports

1 FMSCA

2 FHWA

3 NHTSA—NHTSA is working on the abstracts for USDOT for the Forum.

4 The contract for the new assessment may be awarded in the next week. There will be a
5 kick-off meeting and ATSIP will receive an invitation.

6
7 Other agencies

8
9 6. Committee Reports

10 Constitutions (Ralph Zimmer and Jim Davis)

11 Ralph and Jim exchanged correspondence regarding changes to the Constitution. Ralph
12 said that they will submit them ready to be sent out for voting. There was one already
13 approved by the board (for changes in the membership year). And a second one about
14 the Treasurer neither losing or gaining a vote on the Executive Board by virtue of
15 becoming the Treasurer. Another thing to address is where Assets would go if the
16 organization were to dissolve. Jim said that the Constitution and the Articles of
17 Incorporation appear to conflict on the dissolution articles and it would be best in this
18 case to change the Constitution.

19
20 Ralph asked if the Executive Board has voted on the changes related to the Treasurer's
21 Voting rights and the articles of dissolution.

22
23 **MOTION**

24 **Bob Scopatz moved that the Board approve the Constitution Committee draft**
25 **changes to the constitution for the approval of the membership related to the**
26 **Treasurer's voting rights and the articles of dissolution.**

27 **Cory Hutchinson seconded.**

28 **Motion passed.**

29
30 Professional Certification Committee (David Bozak)

31 Dave Bozak presented an update on the Professional Certification Committee.

32 Dave asked if he could get a copy of the last set of questions that were developed.

33 Jim Davis commented that at the January meeting there was a non-test/resume-based
34 certification in the GIS area and he asked if we could do that sort of thing in ATSIP.

35 Dave responded that we have that and other options "on the table".

36
37 Best Practices (Tim Kerns)

38 Tim Kerns said that there are two submissions to date and is hoping for more.

39
40 ATSIP Strategic Planning (Larry Cook, ???)

41 No report. Hadi is looking for a volunteer to lead this effort.

42
43 National Agenda (Need Chair)(Needs to Make a Motion)

44 Hadi Shirazi and Dave Bozak reminded us that we need to keep this as a separate effort
45 from the Strategic Planning Effort.

46
47 Luke Johnson said that NHTSA is very interested in developing this.

48

1 **MOTION**

2 **Bob Scopatz moved that we establish a Committee to Update the National Agenda.**

3 **Kathleen Haney seconded**

4 **Motion passed**

5
6
7 Kathleen Haney said that we should get involved in this, but do we have someone who is
8 going to take this on and give it the attention it needs.

9
10 Dave Bozak agreed to serve as the interim Chair of this Committee.

11
12 Membership/Outreach (Bob Rasmussen)

13 No report

14
15 Data Quality & Improvement [Table this until meeting at the Forum](#) (Bob Scopatz)

16
17 Policy/Positions & Resolutions (Kathleen Haney)

18 Kathleen Haney said that she will be providing information for the website.

19
20 7. 2012-2013 Nominating Committee (Bob Rasmussen)

21 No report

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

24 Angie Schmit reported that the new ATSIP website is live. ATSIP.org is ready for
25 review. Please provide feedback to Angie. The members only section is up as well. The
26 login id is your email address. Passwords have not changed and there's a password
27 reminder function you can use.

28
29 They have built a prototype forum registration system. It is working well. They will test it
30 out with the folks who are working with the registration process for this year
31 (Mississippi's system) and previous years (e.g., Louisiana) and get some feedback.

32
33 9. 2012 Forum Update (Marty Pollock)

34 Marty Pollock reported that the Forum program is moving along well. We got the
35 official letter of acceptance from Mark Hallenbeck regarding the key note speaker.
36 Looking at a group outing for Monday afternoon. There are some printing issues we're
37 working on. There's one best practice submission. All of the slots filled except for two
38 Professional Development 1.5 hour time slots on Sunday. There's one 1-hour slot open
39 on Monday and 4 1.5 hour slots left open.

40
41 Dave Bozak asked if we know if Ron Sennet is planning to come to Forum this year.
42 Marty said that he's tried to reach out and hasn't had any luck yet. Dave said he would
43 help try to reach Ron.

44
45 Hadi will send Marty information on the IHSDM workshop that is being proposed.

46
47 10. 2012 Vendor Update (Kristy Price)

48 No report

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2 11. 2012 Mississippi Department of Transportation
3 No report
4

5 12. 2013 Forum, Ken Carpenter
6 No report
7

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

9 Ward Vanlaar said that he had a meeting with Edmonton in April regarding the mini-
10 forum in conjunction with the Edmonton International Conference on Urban
11 Transportation Safety. It will be in April 2013—final dates to be determined. We have
12 two proposals before us now: one is to provide one of two Thursday tracks. The other
13 alternative is to hold one on Thursday and the other track on Friday. The preference
14 appears to be delivering both tracks on Thursday. The suggested theme is “Data
15 Integration” and Ward has told them that ATSIP could contribute to that. Logistics and
16 finances are going to be handled by the City of Edmonton. They will handle all site
17 liability and contracting, food, etc. We will not have to work with any vendors. They
18 would like ATSIP to provide speakers to fill the agenda for that track, and see if we can
19 provide any sponsors. With respect to speakers, Edmonton said that they have a speaker
20 or two and there are others from IBM and the University of Alberta. It’s not clear yet
21 how many speakers will be needed from ATSIP, but we are thinking about a dozen
22 speakers for the day (including those from the city and its contacts). If there is more
23 interest than that from ATSIP members in wanting to be speakers, they can adjust.
24 There’s some thinking about establishing a Scholarship Fund with any profits left over
25 after the expenses of the conference are paid. There will be an organizing committee
26 composed of ATSIP (Ward Vanlaar and Bob Scopatz) plus people from Edmonton and
27 the University. That group will start meeting regularly in August.
28

29 Hadi asked if there would be room for a variety of presentations under the theme of Data
30 Integration. Ward said that there is room for multiple disciplines, engineering, behavioral
31 sciences, etc. Hadi suggested that Ward ask the folks from Edmonton provide us a one-
32 page description in time for the Forum in October so we can get the word out and start
33 lining up speakers and attendees. Ward agreed to have that available. He also asked if
34 there is are people we can suggest as speakers to please let him know. Hadi suggested
35 that Geni Behar would be a good speaker related to the Highway Safety Manual.
36

37 Bob Scopatz suggested that we consider having a booth in the vendor area and, at the
38 very least, bringing ATSIP membership information along for distribution.
39

40 14. New Business
41

42 Angie Schmit said that there was an issue raised about professional liability coverage.
43 He asked the TSASS accountant who sent information on regarding an insurance agency
44 that could provide this type of coverage. Bob Scopatz will try to have information from
45 two sources for our next meeting.
46

47 Dave Bozak said that he provided several names to Bob Rasmussen for the nomination
48 committee.

1
2 15. Future Executive Committee Meetings – Teleconferencing on Wednesday July 18th; 1PM
3 Central time

4
5 16. Adjourn
6 **MOTION:**
7 **Marty Pollock moved to adjourn**
8 **Ward Vanlaar seconded**
9 **Motion carried**

10
11 Submitted as Draft for Review on 6/20/2012 by Robert A. Scopatz, Secretary
12 Submitted as Draft for Approval on 7/13/2012 by Robert A. Scopatz, Secretary
13 Approved by the Executive Board on 8/15/2012
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