
1 **ATSIP Executive Board Meeting**
2 **Meeting Minutes**
3 **February 20, 2013**
4 **Conference Call**

5
6 Attendance:

- 7 Marty Pollock, President
8 Hadi Shirazi, Past President
9 Bob Scopatz, Secretary
10 Nils King, 1st Vice President
11 Cynthia Burch, 2nd Vice President
12 Kathleen Haney, Minnesota
13 David Harkey, North Carolina
14 Cory Hutchinson, Louisiana
15 Tim Kerns, Maryland
16 Angie Schmit Langanke, TSASS
17 Allen Parrish, Alabama
18 Joanna Reed, NISR by proxy to Marty Pollock
19 Ward Vanlaar, TIRF

20
21
22 **Non-Voting**

- 23 Bob Rasmussen, Treasurer
24 Ralph Zimmer, Co-Parliamentarian
25 Luke Johnson, NHTSA
26 Kara Mueller, TSASS
27 Jim Davis, Co-Parliamentarian

28 1. Call to Order

29 Marty Pollock called the meeting to order at 1:13 PM EST
30
31

32 2. Approval of Meeting Minutes of the January 12 Executive Board Meeting

33 MOTION:

34 Cynthia Burch moved to approve the minutes of the January 12th Executive
35 Board Meeting

36 Kathleen Seconded
37 Motion Approved

38
39 Approval of the February 8th Executive Board meeting minutes regarding the
40 response to MS2K+ RFP.

41 **MOTION:**

42 **Hadi Shirazi moved to accept the minutes as edited**

43 **Bob Scopatz seconded**

44 **Motion Approved**

45

46 3. First Vice President's Report

47

48 Nils King said that he has been reviewing the contract information from Helms-
49 Briscoe for the 2015 Forum. He said that there's a requirement to provide a
50 program to the hotel 120 days prior to the event. He asked if that was typical or if
51 we should change that to 90 days. Marty Pollock checked the contract with the
52 St. Louis venue for 2014 to see if that provision was there.

53

54 Nils said that was the only issue he had questions on in the report from Helms-
55 Briscoe so far.

56

57 Bob Rasmussen said that there's a requirement for an advance payment of
58 \$18,000 one year in advance. We have never had to do that in the past. The St.
59 Louis contract asked for a one-month advance payment. Marty will follow up with
60 Dan Crane at Helms-Briscoe.

61

62 4. Treasurer's Report

63

64 Bob Rasmussen presented the January financial report. It is appended to the
65 member's version of these minutes. We are still awaiting a check from the State
66 of Mississippi based on revenue from the 2012 Forum.

67

68 5. Liaison Reports

69

- 70 • NHTSA: Luke Johnson reported that NHTSA is still struggling to resolve
71 issues with 405c with NHTSA's legal department. They hope to get
72 clarification tonight to enable them to get clarification and guidance out to
73 the NHTSA Regional Offices and the States.

74

75 They are looking forward to kicking off another assessment in the early
76 summer. It may be Texas or Minnesota but the decision has not been
77 made yet. The Indiana pilot appears to have gone well and the assessors
78 also seem to be pleased. They are looking at changes.

79
80 Terry Shelton will make the presentation (along with Sean McLaurin) at an
81 upcoming GHSA meeting describing the new Assessment process. They
82 feel that the new process is working well and hope that the state will be
83 pleased with the product they receive.

84
85 Marty asked about the schedule for new assessments and the need for
86 assessors. Luke said that there are already requests coming in for
87 GoTeams and we also have a need for assessment teams with start-dates
88 every other week beginning in June, so we need teams before that.

- 89
- 90 • FMCSA: No report
 - 91
 - 92 • FHWA: No report
 - 93

94 6. Committee Reports

95
96 a. Constitution: There are no issues to deal with at present.

97
98 b. Professional Certification:
99 Marty Pollock reported that we have a plan in place to do outreach with
100 organizations to identify interested people to serve as SMEs on the
101 assessments and Go Teams. We hope to host (with TSASS) a webinar on
102 the process for new assessors some time in March. We aim to have
103 people in place by the June start of the next states' assessments.

104
105 c. Best Practices:
106 Tim Kerns said that there is no report at this time. Announcements will go
107 out June 15. Cory Hutchinson said they should have some information for
108 the next Executive Board meeting. Bob Scopatz

109
110 d. ATSIP Strategic Planning: No report at this time.

111
112 e. National Agenda: No report at this time.

113

114 f. Membership/Outreach: Hadi Shirazi reported that he and Bob Rasmussen
115 will be rewriting the outline on what this committee will do in order to be
116 certain that the outreach activities happen under the Past President while
117 membership functions will go through Bob Rasmussen.

118
119 Bob Rasmussen reported that there were no new members for this month.

120
121 g. Data Quality & Improvement: No report at this time.

122
123 h. Policy/Positions & Resolutions:

124
125
126 7. MS2K+

127 Marty Pollock reported that we sent the ATSIP proposal to MS2K+ on 2/12/2013.
128 Bart Ecker said that they had received it and will be in contact with us in “a few
129 days”. They haven’t contacted us yet, but we anticipate that contact at any time.

130
131 8. Nominating Committee

132 Hadi Shirazi reported that he and Cory Hutchinson are working with the local
133 road association and traffic record coordinating committee. They are trying to get
134 more local roads involvement as members and on the Executive Board. There is
135 a teleconference in early March (1:30 EST March 2nd).

136
137 Cory will call Luke Johnson to get a contact list from the traffic records
138 coordinating committees from around the country. Luke said that NHTSA may
139 not have easy access but they believe they could get it out of TRIPRS. Kara
140 Mueller said that they have the Traffic Records Coordinator’s names for each
141 state, but not necessarily the TRCC chair/coordinator. They hope to set up a way
142 to reach out to the TRCC Coordinators. Bob Scopatz suggested that they also
143 look into the possibility of making a presentation by phone at an upcoming TRCC
144 meeting. Hadi Shirazi said that they would at least get information and materials
145 to the TRCC coordinators that they can then share with the TRCC members in
146 their state.

147
148 9. Web Site Progress

149 Kara Mueller reported that there have been some changes to the Forum site
150 based on Cindy Burch’s requests. The membership site is up to date and Bob
151 Rasmussen has gone through training on how to perform updates. There are
152 some database changes on last attendance and membership. There is one

153 outstanding need: write-ups of what each of the committees do.

154

155 10.2013 Traffic Records Forum: 2nd Vice President's Report

156 Cynthia Burch reported that they hope to have all the website functionality to
157 support forum presentation/session proposals in April.

158

159 Cindy asked for the Board to vote on the increase in Forum Registration by \$10.

160 The current registration fee is \$410non-members/\$360 members. We would
161 raise that to \$420 non-members/\$370 members

162

163 **MOTION:**

164 **Bob Scopatz moved to raise the Forum registration fee to \$420 for non-**
165 **members and \$370 for members**

166 **Ward Vanlaar seconded**

167 **Motion Approved**

168

169 11. New Business

170 **Hiring process:**

171 Marty Pollock said that we had started some discussions about the need for a
172 hiring process for ATSIP to figure out how we deal with the need for people to
173 work on this process in the immediate term. Bob Scopatz reported that we had
174 had some discussions about the concern for having our financial eggs in one
175 basket: a federal contract is subject to stop work orders and need to be ceased
176 immediate.

177

178 Marty said that he and Bob Scopatz would put together a document to put the
179 issues down on paper and then call a meeting of the board to address the hiring
180 decisions. This will be ready in the next few days

181

182 **Special session in Edmonton:**

183 There is a conference call coming up on Monday. Edmonton has offered funding
184 to ATSIP to help to defray travel costs for Bob Scopatz and Ward Vanlaar. This
185 can be used to supplement the \$3000 that ATSIP has set aside for this. Marty
186 Pollock is on the conference agenda. We don't have early registration information
187 to share yet as it was too soon on our last conference call, but we will have a
188 better idea on Monday after the next call. Ward and Angie Langanke discussed
189 ways to change the marketing of the special session on the ATSIP website.

190

191 12. Next Conference Call—March 20, 2013 1:00 PM Central time via conference call

192

193 13. Adjourn

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195 **MOTION:**

196 **Hadi Shirazi moved to adjourn**

197 **Angie Langanke seconded**

198 **Motion Carried**

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202

203 Submitted as Draft for Review on 2/20/2013 by Robert A. Scopatz, Secretary

204 Revised with comments received as of 2/21/2013 by Robert A. Scopatz, Secretary

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