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ATSIP Executive Board Meeting  
Minutes  
March 20, 2013  
Conference Call

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**Attendance:**

Marty Pollock, President  
Hadi Shirazi, Past President  
Bob Scopatz, Secretary  
Nils King, 1<sup>st</sup> Vice President, by proxy to Angie Langanke  
Cynthia Burch, 2<sup>nd</sup> Vice President  
John Carrico, Kentucky  
Cory Hutchinson, by proxy to Hadi Shirazi  
Tim Kerns, Maryland  
Angie Schmit Langanke, TSASS  
Allen Parrish, Alabama by proxy to Bob Scopatz  
Joanna Reed, NISR  
Ward Vanlaar, TIRF

**Non-Voting**

Bob Rasmussen, Treasurer  
Ralph Zimmer, Co-Parliamentarian  
Luke Johnson, NHTSA  
Kara Mueller, TSASS  
Bernardo Kleiner, TRB Staff  
Dave Bozak, InfoGroup  
Chris Madill, Washington State

1. Call to Order, Attendance/Quorum, Introduction  
Bob Scopatz announced a quorum at 1:05 PM CDT  
Marty Pollock called the meeting to order at 1:05 PM CDT
2. Minutes Approval of Minutes from February 20, 2013 Executive Board Meeting  
Angie Langanke said that the best practices notices would go out in Mid April and be *due* in June.  
**MOTION**  
Hadi Shirazi moved to accept the minutes of the February 20, 2013 Executive Board Meeting as amended.  
Angie Schmit Langanke seconded.  
**MOTION Accepted**
3. 1<sup>st</sup> Vice President's Report  
Nils King was not present at the meeting. Marty Pollock said that he and Nils are working on the contract with the hotel in Costa Mesa for the 2015 Traffic Records Forum.

52 4. Treasurer Report

53 Bob Rasmussen reported that Mississippi has sent the check to close out the  
54 accounts for the 2012 Forum. Last month \$450 in dues were received. We had  
55 no income for the Forum in February. The check from Mississippi includes some  
56 dues income as well and that will be moved over. We have a few expenses  
57 coming up for TSASS, travel to the 2013 Forum site next week, and some for  
58 travel to Edmonton. The final accounting for the 2012 Forum will be presented  
59 next month. The full Treasurers report is appended to the members version of  
60 these minutes.  
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63 5. Liaison Reports

64 FMSCA:

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66 FHWA:

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68 NHTSA: Luke Johnson said that states are working on their Section 405 applications.  
69 There is movement on the Pennsylvania Go Team and the kick-off will happen shortly.  
70 This is a team to work on scoping and drafting of a document focusing on potential  
71 integration projects.  
72

73 TRB: Bernardo Kleiner said that he is replacing Rick Pain as the Traffic Safety Specialist  
74 and will be our liaison. It's his first call and he looks forward to working with us.  
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76 Others:  
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78 6. Committee Reports:  
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80 a) Constitution (Ralph Zimmer and Jim Davis):

81 Ralph Zimmer said that there are no issues pending at the moment. He said that  
82 he and Jim Davis are paying attention to ongoing activities and issues that come  
83 up so they can advise us on the Constitutional implications, if any.  
84

85 b) Professional Certification Committee (Dave Bozak / Marty Pollock- SMS Plan)

86 Dave Bozak said that he has been working on a 405 application. Marty said that  
87 MS2K+ has not sent the contract to sign yet so there is no movement toward  
88 holding the webinar for prospective assessors.  
89

90 c) Best Practices (Tim Kerns)

91 Tim Kerns said that their plans are on schedule.  
92

93 d) ATSIP Strategic Planning (Chris Madill)

94 Chris Madill said that going through a comprehensive strategic planning process  
95 using a remote interaction process is a challenge. To help us, he has put  
96 together a set of educational slides and is working on a survey to go out to three  
97 groups: The Executive Board, Members, and Partners. He plans to do this in a  
98 manner similar to the Communications Assessment he conducted for ATSIP in  
99 the past. He would then like to set aside time for the Executive Board to review  
100 (in person) the findings and hammer out a strategic direction for the organization.  
101 He envisions coming up with a vision, mission, goals and strategic initiatives.

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Dave Bozak said that he is interested in providing help and input. There is also wording in the existing strategic plan that links to the National Agenda. Bob Scopatz said that the Executive Board will have to be integrally involved in the process including doing whatever work is required to prepare in advance for our in-person meeting. Chris added that we need to set aside about a half day to do the meeting. Dave Bozak added that we could also do the in-person meeting at TRB if there is not enough time to prepare before the Forum in October. Joanna Reed offered her assistance on the effort as well.

e) National Agenda (Dave Bozak)

Dave Bozak thanked the TSASS folks for putting the link to the current National Agenda and a description of the work group out on the ATSIP website. He pointed out that a lot has happened since 1996 when the original National Agenda was published. We still use the goals that are referenced in that document but they could be reviewed and updated.

f) Membership/Outreach (Hadi Shirazi / Bob Rasmussen)

Bob Rasmussen said that we have no new applications this month. Thanks to TSASS' efforts we have the option to send out dues notices. This should help us on an ongoing basis to reach out to members as their membership year comes to an end.

g) Data Quality & Improvement (Bob Scopatz)

No report at this point.

h) Policy/Positions & Resolutions (Kathleen Haney)

No report.

7. MS2K+ – Dan Magri or designee

Marty Pollock said that MS2K+ has had our proposal since last month. Dan Magri and Bart Eckers have had two conversations. We were told that the contract is almost. Bob Scopatz mentioned that there was some discussion of the payments and timeliness of them. There will be about 90 days delay after an assessor invoices ATSIP. The group discussed potential ways that we might be able to pay Assessors sooner.

8. 2013-2014 Nominating Committee (Hadi Shirazi)

Hadi Shirazi said that he received the list of TRCC coordinators from Luke and NHTSA. He and Cory Hutchinson are going to conduct outreach with those individuals and use the opportunity to identify both new members and new board members. Hadi is also working with local agencies involved with the Highway Safety Manual as part of a national effort headed by Geni Behar. He hopes that would be another way to identify new members and potential board members.

Hadi and Cory are also hoping to organize a peer exchange of TRCC coordinators.

152 9. Web Site Progress (Dick Paddock, Angie Langanke, Kara Mueller)

153 Kara Mueller reported that TSASS has been making changes to the website  
154 pages as they come in. They have also set up Google Analytics for both the  
155 ATSIP and Forum websites. Angie used Mail Chimp to send out information on  
156 the Edmonton Conference. There is going to be a conference call on April 3<sup>rd</sup> to  
157 go over the registration site for the 2013 Forum.  
158

159 Angie added that she needs pictures and bios from two board members and a  
160 picture from one board member. She is looking for past meeting minutes.  
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162 Joanna Reed said that the Data Quality Committee page is missing from the  
163 committees' page. Bob Scopatz said he will provide a description of the  
164 committee's activities to Angie.  
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166 10. 2<sup>nd</sup> Vice President's Report, 2013 Forum (Cynthia Burch)

167 Cindy reported that we have both the key note and the luncheon speakers. The  
168 head of MNDOT will be the keynote and a speaker from the National Association  
169 of State EMS will be the luncheon speaker. Bob Rasmussen and Cindy will be at  
170 the hotel next Wednesday. Nils has been working with the vendors. The website  
171 is ready for people to submit presentation ideas and the call will go out soon. We  
172 are also going to contact the tourism bureau. We have some entertainment  
173 options that could be added to a blast email.  
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175 11. Special Session in Edmonton (Ward Vanlaar)

176 Ward Vanlaar reported that the program has been finalized. There are two tracks  
177 with eight presentations each. Only one presentation is not yet confirmed but the  
178 other 15 are done. There are three plenary speakers. 40 people have registered  
179 in addition to the speakers. This is in conjunction with the full conference that  
180 already has 150 people registered. Thanks also to TSASS for the email blast that  
181 they sent out to encourage registration. There are some other efforts to boost  
182 registration.  
183

184 12. New Business

185 **ANSI D16.1**

186 Marty said that John MacDonald called about the ANSI D16.1 process. Joanna  
187 Reed said that Ken Hackman apologized for not being able to be on the call  
188 today. He is working now to update the committee membership. He will poll the  
189 members from the last update and then fill in new members. The committee will  
190 be 25 people, active in Traffic Records, and drawn from a broad group. Ken will  
191 work directly with ANSI. Ken asked if there are any new standardization efforts in  
192 other areas that touch on crash reporting. NISR will handle logistics. It will all  
193 proceed through email and conference call contacts. The results will be  
194 circulated with a deadline for comments. There will be no need for face-to-face  
195 meetings. Ken has said that he hopes this will be a much smaller effort this time.  
196 They would like us to bring forward any issues that aren't already included  
197 sufficiently (ped, bike, etc.). Ken will need to first talk to ANSI to see if they also  
198 have any changes that would affect the contents. The timeline depends on the  
199 number of suggestions that are received. They would like to finish this by the end  
200 of the year. They asked us to contact Ken at:  
201 [ken@nistrinc.com](mailto:ken@nistrinc.com) or 910-603-6182.

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After this update, this will become the 8<sup>th</sup> Edition. After that, we will hope to be on an annual update cycle. Ken has already accepted a request from a member in private industry. Just let Ken know if you need a letter.

Dave Bozak said that he received an inquiry from the head of the ANSI D20 work for AAMVA. Marty said he would do some outreach with IACP, and Dave Bozak suggested that there were many law enforcement participants in the recent update to the MMUCC guideline (4<sup>th</sup> Edition).

**ATSIP Hiring Process for positions (Bob S. & Marty P)**

Marty Pollack said that ATSIP's hiring process goes hand-in-hand with the MS2K+ contract issues. We have put together a brief guideline for the process and the three positions related to the MS2K+ subcontract. The document is in its first draft and still undergoing review. There's a corresponding application process that's in draft as well. Marty asked if a few of us could stay after the call to help iron out a few issues.

**13. Next Conference Call – April 17, 2013 @ 1PM Central**

**14. Adjourn**

**MOTION**

**John Carrico moved to adjourn**

**Bob Scopatz seconded**

**MOTION APPROVED**

Submitted for review 03/20/2013 by Robert A. Scopatz, Secretary  
Approved by a vote of the Executive Board on 4/17/2013