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ATSIP Executive Board Meeting Minutes

4

June 19, 2013

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Teleconference

6

7 **Attendance:**

8 Marty Pollock, President

9 Hadi Shirazi, Past President

10 Bob Scopatz, Secretary

11 Cynthia Burch, 2nd Vice President

12 Kathleen Haney, Minnesota

13 David Harkey, HSRC North Carolina

14 Cory Hutchinson, Louisiana

15 Tim Kerns, Maryland

16 Nils King, APPRISS

17 Angie Schmit Langanke, TSASS

18 Allen Parrish, Alabama

19 Ward Vanlaar, by proxy to Bob Scopatz

20

21

22 **Non-Voting**

23 Bob Rasmussen, Treasurer

24 Jim Davis, Co-Parliamentarian

25 Ralph Zimmer, Co-Parliamentarian

26 Kara Mueller, TSASS

27 Karen Scott, NHTSA

28 Luke Johnson, NHTSA

29 Chris Madill, Washington State

30

31

- 32 1. Call to Order, Attendance/Quorum, Introduction
33 Bob Scopatz announced a quorum at 1:03 PM Central Time
34 Marty Pollock called the meeting to order at 1:03 PM
- 35 2. Approval of Minutes from May 15, 2013 Executive Board Meeting
36 Cindy Burch pointed to one change on the minutes.
37
38 **MOTION:**
39 **Cindy Burch moved to approve the minutes of the May 15, 2013 Executive Board**
40 **Meeting**
41 **Hadi Shirazi Seconded**
42 **Motion Approved**
43
- 44 3. 1st Vice President's Report
45 Nils King reported that the Forum has 6 vendors signed up so far. We are waiting to hear
46 from our Federal Partners. We continue to solicit ImageTrend and 3M in the local area.
- 47 4. Treasurer Report
48 The treasurer's report is attached to the Member's copy of these minutes. Bob Rasmussen
49 reported that ATSIP's operating side brought in \$800 in new dues minus a small amount
50 for PayPal. We also had to pay the standard fee for non-profit reporting.
51
52 On the TR Forum side, we have received \$10,000 from our Platinum Sponsor
53 (APPRISS). We had payments for travel to the Edmonton conference as well as to
54 TSASS for IT support.
55
56 Still outstanding are one more travel payment for the Edmonton Conference and another
57 payment to TSASS. There will also be new vendor fee contributions.
- 58 5. Liaison Reports
59
60 **NHTSA:**
61 Karen Scott reported that the team is busy with the upcoming assessments. They have received
62 more GoTeam assistance for Strategic Planning, TRIPRS training, and two more already going
63 (data integration, TRCC). They have already completed the Regional office TRIPRS training.
64 They are thinking of doing some STRAP training as well.
65
66 Karen asked if we needed any more information from NHTSA on the ATSIP/ MS2K+
67 interactions.
68
69 Luke Johnson said that he had no more to add. Marty said that he will try to put together a call to
70 discuss the letter on the ATSIP/ MS2K+ interactions.
71
72 **GHSA:**
73 Bob Scopatz said that Barbara Harsha is retiring. We haven't received any information on
74 successor. Nils King said that GHSA is going to engage in a National search to find a
75 replacement. David Harkey said that Jonathan Atkins will be serving as GHSA Executive

76 Director in an interim capacity.

77
78 FMCSA:

79 According to a CVSA email, Betsy Benkowski is leaving her position in FMCSA, but it doesn't
80 say anything else. Luke Johnson said he would find out more for us.

81
82 6. Committee Reports:

83
84 a) Constitution (Ralph Zimmer and Jim Davis):

85 Jim Davis said that there are no additional changes pending at present. Jim said that
86 there is a list of things we should still look to change in the Articles of Incorporation.
87 The ATSIP Constitution is fully up to date and requires no changes. Jim will email
88 Bob Scopatz a list of things that may need to be done and help decide if we need a
89 local lawyer.

90
91 b) Professional Certification Committee (Dave Bozak)

92 Dave Bozak was unable to participate in today's conference call; however, he
93 reiterated that the committee description is posted on the ATSIP website; and that the
94 committee is deferring to the upcoming ATSIP/MS2K+ agreement; which according
95 to last month's report by Bob Scopatz – will involve a process of identifying Subject
96 Matter Experts via a resume/application process; coupled with a panel review.

97
98 c) Best Practices (Tim Kerns)

99 There is one web page submission to date, and is expecting several more submissions
100 in the future.

101
102 d) ATSIP Strategic Planning (Chris Madill)

103 Chris Madill reported that he has developed a list of questions for the Strategic
104 Planning survey to send out. He plans a facilitated session at the Forum. Joanna Reed
105 has offered to vet the questions before they go out.

106
107 e) National Agenda (Dave Bozak)

108 Dave Bozak submitted the following report via email:

109 Dave Bozak reported that he recently had a very good meeting with Kelly Hardy at
110 AASHTO. After discussions on the National Agenda with both AASHTO and TRB,
111 Dave felt that there was a need to:

- 112 a. Assess stakeholders knowledge of the National Agenda, its impact,
- 113 what has changed, whether it is still applicable in its present form, etc.,
- 114 b. From the assessment, determine how big of an effort would be
- 115 required to update the Agenda, and
- 116 c. Depending on the proposed effort, whether ATSIP would want to
- 117 pursue a new Agenda at this time.

118 Dave is open for additional suggestions to the initial assessment referred to above.
 119 Also, if anyone thinks a different approach is warranted for pursuing an update to the
 120 National Agenda, please share that as well.

121 Suggested questions for an Assessment of the National Agenda; which should at least
 122 go out to the identified dues paying members of ATSIP.

- 123 • Are stakeholders aware of the National Agenda for the improvement of
- 124 highway safety information systems?
- 125 • Are stakeholders aware that it has been used in the past as a basis for
- 126 “best practices” applications?
- 127 • Are stakeholders aware of any other examples of impact to safety data
- 128 improvements, attributed to the National Agenda?
- 129 • What has changed from the 1996 Agenda, still in use today?
- 130 • Are the six goals still applicable?
- 131 • Are modifications to the existing goals needed?
- 132 • Are new goals needed?
- 133 • Other suggested changes, etc.

134
 135
 136 f) Membership/Outreach (Bob Rasmussen) (Hadi Shirazi)

137 Bob Rasmussen said that most of us have seen the paper application form. It was
 138 mailed to people who expressed an interest. Now that we have a website, we had set
 139 up a two-step process where we would email people who came to the site and
 140 expressed an interest. Bob said that he asked TSASS if there was a way to have
 141 people provide more of the information online. They have agreed to a format and this
 142 should also make it easier to send applications to the Board.

143
 144 In this period, there are two new applicants wanting to become members. They are:
 145 Matthew Matta: Alaska CMV enforcement.
 146 Sgt. Christopher Corea; Maryland State Police.

147
 148 **MOTION:**

149 **Angie Langanke moved to accept both Matthew Matta and Christopher Corea**
 150 **as members**

151 **Kathleen Haney Seconded**

152 **Motion Approved**
 153
 154

155 g) Data Quality & Improvement (Bob Scopatz)

156 Bob Scopatz said that there was nothing to report for the overall committee but that
 157 Ken Hackman sent the following for the ANSI D-16.1 effort:
 158

159 SUBCOMMITTEE (1) ANSI. D-16.1
 160 Nothing new to report. Ken is still trying to determine how many
 161 of the last committee members are interested in participating again. He is
 162 also trying get an update on voting procedures from ANSI. Ken said he is open to any
 163 suggestions that ATSIP has for new members.
 164

165 h) Policy/Positions & Resolutions (Kathleen Haney)

166 Kathleen Haney said that she has nothing new at this time.
 167

168 7. MS2K+ – Dan Magri or designee

169 Marty Pollock reported that there have been some changes that look positive in terms of
 170 getting under contract for this effort.
 171

172 8. 2013-2014 Nominating Committee (Hadi Shirazi)

173 Hadi Shirazi said that he has a list of people to make up a slate of candidates. Bob
 174 Rasmussen said the official slate has to go out to all voting members of ATSIP by June
 175 28, 2013. Hadi said that he will meet that deadline. The list is ready to go out now.
 176 Kathleen Haney asked for clarification on the term and if she is staying on.
 177

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

179 Kara Mueller said that website updating work has been going on. Angie Langanke said
 180 that the Forum website is being updated with applications, presentation submissions, and
 181 key note speaker information. The next email blast is being developed now. Have also
 182 updated that Forum cancellation policy and Forum pricing.
 183

184 The old websites have not been available since the move to Microsoft products. TSASS
 185 is making progress in making those available.
 186

187 At ATSIP.org, we have updated the information post-Edmonton. The newsletter has
 188 been posted and there have been changes to the Forum Program and Best Practices
 189 submissions information.
 190

191 10. 2nd Vice President's Report, 2013 Forum (Cynthia Burch)

192 Cynthia Burch reported that the website support is excellent. The registration is still
 193 slated to go live in July. She is working up ball park budgets. The AV person from the
 194 hotel is in contact with her and Nils. All of the other issues have been worked through for
 195 items such as room reservations. Kathleen Haney is helping out with local support such
 196 as honor guards.
 197

198 We would like to discuss purchase of laptops and a printer so that we can avoid those
 199 costs going through the hotel's vendors. Our Federal partners have said that this cost is
 200 allowable under the grants. They believe that they could get five-to-six laptops and a
 201 printer for about \$3000. Angie Langanke said that the cost of shipping a printer is
 202 probably not worth it. Bob Scopatz suggested that it would be a net savings to buy a

203 printer and donate it to the host state at the end of the meeting. Nils King suggested it
204 could be a door prize. Kathleen Haney said she would check to see if there was a printer
205 in the office that they could loan us.
206

207 Jim Davis said that we have done this in the past with projectors and it saved ATSIP a lot
208 of money over the course of several year's use.
209

210 Cindy sent the Board a description of the proposed laptops. It is attached at the end of
211 these minutes.
212

213 Kara Mueller said that there have been 10 paper submissions to date.
214

215 11. New Business –
216 No new business.
217

218 12. **Next Conference Call – July 17, 2013 @ 1PM Central**
219

220 13. Adjourn

221 **MOTION:**

222 **Cindy Burch moved to adjourn**

223 **Hadi Shirazi seconded**

224 **Motion Approved**
225

226 Marty Pollock adjourned the meeting at 2:07 PM Central time.
227

228 Submitted as Draft for Review by Robert A. Scopatz 6/19/2013

229 Submitted as Draft for Approval based on comments received up to 6/21/2013

230 Approved by vote of the Executive Board on 7/17/2013
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Best Buy and UM 6/14/13	price	tax	total		
laptop	279.99	16.80	296.79	x5	1483.95
printer	69.99	4.20	74.19		
Microsoft office 2010	90.00		90.00		
Microsoft office 2013	100.00		100.00		
Symantec endpoint virus protection	40.00		40.00		
				grand total	1,788.14

Toshiba - Satellite 15.6" Laptop - 4GB
 Memory - 500GB Hard Drive - Satin Black

HP - Deskjet 3520 Wireless All-In-One Printer

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