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**ATSIP Executive Board Meeting Minutes**

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**July 17, 2013**

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**Teleconference**

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7 **Attendance:**

8 Marty Pollock, President

9 Hadi Shirazi, Past President

10 Bob Scopatz, Secretary

11 Cynthia Burch, 2<sup>nd</sup> Vice President

12 John Carrico, Kentucky, by proxy to Nils King

13 Kathleen Haney, Minnesota, by proxy to Marty Pollock

14 David Harkey, HSRC North Carolina

15 Cory Hutchinson, Louisiana

16 Tim Kerns, Maryland

17 Nils King, APPRISS

18 Angie Schmit Langanke, TSASS, by proxy to Nils King

19 Allen Parrish, by proxy to Bob Scopatz

20 Joanna Reed, NISR

21 Ward Vanlaar, by proxy to Bob Scopatz

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24 **Non-Voting**

25 Bob Rasmussen, Treasurer

26 Jim Davis, Co-Parliamentarian

27 Dave Bozak

28 Kara Mueller, TSASS

29 Bob Pollack, FHWA

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- 32 1. Call to Order, Attendance/Quorum, Introduction  
33 Bob Scopatz announced a quorum at 1:05 PM  
34 Marty Pollock called the meeting to order at 1:05 PM  
35
- 36 2. Approval of Minutes from June 19, 2013 Executive Board Meeting  
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38 **MOTION:**  
39 **Cynthia Burch moved to approve the minutes of the June 19, 2013**  
40 **Executive Board Meeting**  
41 **David Harkey seconded**  
42 **Motion Approved**  
43
- 44 3. 1<sup>st</sup> Vice President's Report  
45 Nils King reported that we are moving forward with reaching out to vendors to  
46 sponsor and have booths at the Traffic Records Forum. We have up to 6 to 8  
47 vendors signed on at this point. We should know about Federal agency booths  
48 by this Friday. Another mailing to past vendors will go out this Friday. We would  
49 like to get as many as 20 vendors.  
50  
51 Kara Mueller asked Nils to send any vendor logos that need to be posted to the  
52 website. Nils will email these to Kara.  
53
- 54 4. Treasurer Report  
55 The treasurer's report is attached to the Member's copy of these minutes. Bob  
56 Rasmussen reported that June and July are typical low periods for ATSIP. We  
57 added two members and one fellow paid dues this month. On the Forum side, we  
58 picked up a vendor that paid for their booth and two more attendees. A payment  
59 went to TSASS. We have one check that has not been cashed yet and there's a  
60 monthly Mail Chimp fee. We have also changed our PayPal account to allow us  
61 to take credit card payments—there is a small monthly fee for that.  
62  
63 Dave Bozak asked if the website shows a member if they have paid their dues.  
64 Bob Rasmussen said that members should be able to go into their own account  
65 and look it up, but Bob will also look it up for Dave.  
66
- 67 5. Liaison Reports  
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70 FHWA:  
71 Bob Pollack reported that FHWA is conducting a second safety performance functions  
72 workshop in Baton Rouge. Ezra Hauer is the leader. They are trying to put together their  
73 program for the upcoming Forum.

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6. Committee Reports:

a) Constitution (Ralph Zimmer and Jim Davis):  
Jim Davis reported that there are no active items at present. He sent the notes on changes to the Articles of Incorporation. There has been no activity on that yet.

b) Professional Certification Committee (Dave Bozak)  
Dave Bozak reported that the committee is still waiting to hear about the agreement on Assessment support and the relation to certification.

c) Best Practices (Tim Kerns)  
Tim Kerns reported that he has received seven submissions across all the categories. Comparing those that came to Tim directly to those that came through the check-box option on the submissions website it looks like there may actually be a dozen applications.  
  
Cory Hutchinson asked to be part of the review process this year so he can shadow in anticipation of becoming the chair of this committee next year.

d) ATSIP Strategic Planning (Chris Madill)  
Dave Bozak said that Chris plans to submit his questions to the Board in August.

e) National Agenda (Dave Bozak)  
Dave Bozak said that he has been in contact with Chris Madill to gauge the interest in adding the National Agenda as a topic in the Strategic Plan questionnaire. There is a list of questions in the June 19, 2013 Executive Board Meeting.  
  
Dave also said that he hoped to share a small amount of the strategic planning session to discuss the National Agenda; provide some background, then lead a short discussion based on survey responses regarding the National Agenda. Cindy Burch will contact Chris to finalize plans for the session.

- 118 f) Membership/Outreach (Bob Rasmussen) (Hadi Shirazi)  
 119 Bob Rasmussen reported that there have been no new applications this  
 120 month.  
 121  
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 123
- 124 g) Data Quality & Improvement (Bob Scopatz)  
 125 Bob Scopatz said that there was nothing to report for the overall committee  
 126 but that Ken Hackman sent the following for the ANSI D-16.1 effort:  
 127  
 128 SUBCOMMITTEE (1) ANSI. D-16.1  
 129 Ken called Bob Scopatz this morning and reported that the membership  
 130 selection is ongoing, with about half of the members selected. Bob  
 131 suggested that ATSIP pay for travel, hotel, and forum registration for one  
 132 person from NISR to present to us on ANSI-D16.1.  
 133  
 134 The schedule at present is to have materials go out in September with  
 135 balloting in December.  
 136
- 137 h) Policy/Positions & Resolutions (Kathleen Haney)  
 138 No report.  
 139  
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- 141 7. MS2K+ – Dan Magri or designee  
 142 Marty Pollock said that there is still some negotiation going on, however, it has  
 143 not advanced very far since last month. There are talks going on with NHTSA.  
 144  
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- 146 8. 2013-2014 Nominating Committee (Hadi Shirazi)  
 147 Hadi Shirazi reported that the slate of individuals officially nominated for  
 148 2013/2014 leadership positions on the ATSIP Executive Board was distributed to  
 149 the voting members last month. Any petitions to add other individuals to the list  
 150 are due by September 3. Sometime after that date, ballots will be made available  
 151 to all voting members.  
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- 154 9. Web Site Progress (Dick Paddock, Angie Langanke, Kara Mueller)  
 155 Kara Mueller reported on the list of items that have changed:  
 156 ATSIP.org—changes to due dates, links have changed to https links, meeting minutes are  
 157 up to date, past forum information is available, but there are gaps for some of the years  
 158 that NSC was in charge. Currently working on how affiliate memberships are handled in  
 159 the system.  
 160  
 161 TR Forum- an email blast went out on July 16<sup>th</sup> to extend the date, pointing to the

162 registration system, vendor contacts, and room booking. There are 50 submissions to  
163 date, 8 with check off for best practices.

164  
165 Marty sent out the new administrative rules for the membership system. Marty said that  
166 the rules are based on trying to automate processes on the site. They are :

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- 168 • **Payment Limitation:** Establish single year payments only.
- 169
- 170 • **Pay on Time:** Expiration date is one year out from paid date.
- 171
- 172 • **Pay Early:** If someone pays early, their expiration date should be set 1 year  
173 out from their original expiration date so as not to short them membership  
174 time. \*Please note that early payments will have to be processed manually by  
Bob.
- 175
- 176 • **Pay after Expiration:** Expiration date will still be a year out from the  
payment date.
- 177
- 178 • **Grace Period:** Expiration Date + 60 Days. (Time between someone's  
179 membership expiration and up to 2 months.) During this time, their  
180 membership login will remain active. After this time, their login will be  
disabled.
- 181
- 182 • **Expired** = 14 months after paid date = expired OR 3 months after invoice  
183 date = expired (this allows for 1 year of membership and 2 month grace  
period.)
- 184
- 185 • **Member Year:** Member year should be set to equal the expiration year when  
186 creating a new record. The member year field is used for tracking members in  
the system .

187 There was no opposition to the changes. Marty announced that we will move  
188 forward with the changes.

189  
190 Forum registration is moving forward. Once it is all set up, it will accept credit  
191 cards except for international credit cards. The normal PayPay account allows  
192 international members to pay with an international credit card, just not the online  
193 registration payment system. Bob Rasmussen said that we need to put a notice  
194 on the Forum registration website to alert people to the limitations. The credit  
195 card companies require payment websites to have notices like that on the site.  
196 Kara made a note of that and will make sure that the notifications are  
197 implemented as required.

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200 10.2<sup>nd</sup> Vice President's Report, 2013 Forum (Cynthia Burch)

201 Cynthia Burch reported that we have 50 submissions already, and almost all of  
202 the Federal agency submissions are in. They may have two more full sessions.  
203 The Sunday workshops are being finalized. They are working on a "meet and  
204 greet" on Monday evening after the last session. They are working out the A/V  
205 budget. Kathleen Haney has notified us that the keynote speaker is leaving State  
206 government and it's up in the air whether or not we can keep him as our keynote.  
207 Cindy is looking for helpers on Saturday to help stuff bags. The normal rate for  
208 the hotel is extended to the prior weekend. Hadi Shirazi, Marty Pollock, Wanda  
209 and Connie will also be early and can come and help. Cindy will send an email  
210 to let people know where to go on Saturday.

211  
212 Marty asked if we are going to have a booth at the Forum this year for ATSIP.  
213 Cindy said that we have had discussions about it and would use it for soliciting  
214 SMEs, presenting the National Agenda, promote membership, Traffic Records  
215 Assessments, ANSI D-16.1, and others. Cindy also suggested that we staff the  
216 booth at key times with people who have served in the new Assessment process  
217 to be able to talk to interested parties.

218  
219 Cindy also said that NHTSA is going to have a session about the need for SMEs  
220 so we might be able to link to that.

221  
222 11. New Business –  
223 Cindy Burch presented a request for funding to purchase computer equipment for  
224 ATSIP. In speaking with the hotel AV contractor, rental of a laptop is \$200 per  
225 unit per day. We need at least 5. Printer rental is \$135 per day. That is over  
226 \$4500 for the duration of the Forum. Cindy has put together a proposal based on  
227 online hardware and software

228  
229 **MOTION**  
230 **Bob Scopatz moved that the Executive Board Approve up to \$2500 for the**  
231 **purchase of laptop computers (5), a printer, and associated software.**  
232 **Nils King seconded**  
233 **Motion Approved**

234  
235 Edmonton Forum:  
236 Bob Scopatz reported that Gerry Shimko has asked for a solid dollar amount for  
237 ATSIP's likely contribution to the effort next year. Bob Rasmussen said that this  
238 expense comes out of the Forum budget. We need to have some further  
239 discussions with Edmonton. Bob said that he would ask Ward to serve in that  
240 liaison role and get some things worked out. Bob will give Marty an update on  
241 that as we go forward.

242

243

**12. Next Conference Call – August 21, 2013 @ 1PM Central**

244

245

13. Adjourn

246

**MOTION:**

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**Hadi Shirazi moved to adjourn**

248

**Cynthia Burch seconded**

249

**Motion Approved**

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Marty Pollock adjourned the meeting at 2:14 PM Central time.

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Submitted as Draft for Review by Robert A. Scopatz 7/17/2013

254

Saved as Draft for Approval reflecting changes through 7/22/2013

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Approved as Final by the Executive Board on 8/21/2013

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