

ATSIP Executive Board Meeting Minutes

Teleconference Call

November 20<sup>th</sup>, 2013

ATTENDANCE:

Nils King, President  
Marty Pollock, Past President  
Cynthia Burch, 1<sup>st</sup> Vice President  
Tim Kerns, 2<sup>nd</sup> Vice President  
Bob Scopatz, Secretary  
Cory Hutchinson, Louisiana  
Angie Langanke, TSASS  
John Carrico, Kentucky  
Joanna Reed, NISR by proxy to Nils King  
Allen Parrish, Alabama  
David Harkey, HSRC  
Barbara DeLucia, Texas  
Kathleen Haney, Minnesota  
*Ida Van Schwalwyk, Oregon (not present)*

NON-VOTING ATTENDEES:

Ralph Zimmer, Co-Parliamentarian  
Jim Davis, Co-Parliamentarian  
Luke Johnson, NHTSA  
Kara Mueller, TSASS  
Dave Bozak, InfoGroup  
Hadi Shirazi, Louisiana  
Bob Rasmussen, Treasurer

1. Call to Order, Attendance/Quorum, Introduction  
Bob Scopatz announced a quorum at 1:02 PM  
Nils King called the meeting to order at 1:03 PM

2. Approval of Minutes from October 26<sup>th</sup>, 2013 Executive Board Meeting

changes were reported by Cynthia Burch, line 136, roadway, extra a. line 312 duplicate  
“the”; 319 misspell Langanke

**MOTION**

**Cindy Burch moved to accept the minutes of the October 26<sup>th</sup> Executive Board Meeting as amended.**

**Angie Langanke seconded.**

**Motion Approved.**

3. 1<sup>st</sup> Vice President’s Report: Cindy Burch

Review of 2013 Forum. Cindy said that the forum was a success. We had almost 300 attendees. We had fewer than 20 vendors, however and would like to have more next

48 year.

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50 We would like to also expand the General Meeting next year to make it more valuable to  
51 the members.

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53 4. Treasurer Report

54 Bob Rasmussen reported October financial information. The full report is appended to  
55 the member's copy of these minutes. We collected almost \$1000 in dues in October. We  
56 also expect more income from the Forum. There are some outstanding bills for which  
57 checks have been written and not yet cashed.

58

59 Bob also reported that the Forum looks to be about \$16,000 positive balance. A small  
60 profit is expected since that helps to pay other expenses. That does not count NHTSA  
61 funding, so the forum paid for itself and made a small return.

62 5. Liaison Reports

63 Luke Johnson said that NHTSA felt the Forum went very well. They are looking forward to  
64 continue working with ATSIP and participate in the Forum in the future. The MMUCC  
65 workshop was well attended (45 people).

66

67 Nils King reported that TRB has scheduled a meeting room for us in January. He sent the meeting  
68 notice out to everyone.

69

70 6. Committee Reports:

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72 a) Constitution (Bob Scopatz, Ralph Zimmer and Jim Davis):

73 Minnesota Articles of Incorporation update. Bob Scopatz reported that the annual  
74 renewal is due in December. If we wish to amend our Articles of Incorporation, we have  
75 to comply with the relevant section of our Articles of Incorporation and the Minnesota  
76 laws related to non-profit corporations.

77

78 b) Data Quality & Improvement (Bob Scopatz)

79 Discussion on ANSI D-16. Nils King recapped the discussion from the October 26<sup>th</sup>  
80 Executive Board Meeting. Ken Hackman and Marty Pollock had a conversation on ANSI  
81 D-16 on 11/19/2013. Marty has set up a call for 11/25/2013 with an ANSI D-16.1  
82 subcommittee to discuss this with Ken. Ken told Marty that the standard is being used  
83 extensively in training and it is referenced in MMUCC and many state's crash data  
84 collection manuals. Ken is going to provide a point of contact with the National Safety  
85 Council so we can identify what NSC would like to do about assigning the copyright to  
86 ATSIP. We also need to discuss the costs of owning and maintaining an ANSI standard.  
87 Those were discussed at the October 26, 2013 ATSIP Executive Board Meeting.

88

89 Barb DeLucia asked if Ken was able to speak to whether or not the secretariat is the  
90 actual copyright holder after a standard has been approved by ANSI. It may not be NSC  
91 but rather ANSI.

92

93 Cindy Burch asked if we have a timeline for our decision. Ken said that we would be  
94 okay if we can get a revision in place by the third quarter of 2014.

95

96 c) ATSIP Strategic Planning (Chris Madill, Nils King)

97 Chris Madill sent out a summary of the Strategic Planning exercise we engaged in during  
98 the Forum in October. Nils King reported that we identified two big issues that we  
99 should focus on: membership and the Traffic Records Forum. Chris suggested that we

work through subcommittees for membership, TRCC outreach, and the Forum. Nils said that Chris will attend our January meeting at TRB. He would like to have a follow-up planning session immediately after the ATSIP meeting in January.

Barb DeLucia said that it looked to her that we should look at additional funding sources as a way to support the desired strategic goals. Nils said that he will make that issue a part of the meeting.

d) Membership (Bob Rasmussen)

Bob Rasmussen reported that we picked up renewals and a few new people during the Forum. He is collecting further information on the new members so we can vote on them in December. John Carrico asked if someone was a member 3 years ago, stopped paying dues, and now wants to become a dues-paying member again, do they need to fill out a new form. Bob Rasmussen said we wouldn't need to vote on that person, but we would like updated information.

e) Outreach (Hadi Shirazi)

No report.

7. Web Site (Dick Paddock, Angie Langanke, Kara Mueller)

Angie Langanke said that the ATSIP website is updated with the new Executive Board members and she has also sent emails asking for their information. The committee pages could be updated if anyone wants to send Angie new information. Angie will look into keeping Cindy on the cc: list for the Forum emails in case anything comes in about the 2013 Forum.

Kara Mueller said that we have 63 presentations and they have emailed presenters to gather all remaining slides. Kara sent a draft statistical sheet to Bob Rasmussen and that will be updated as more information comes in.

Cindy asked if we can get an export of the attendees. Kara said she can export a list. There was a discussion of whether or not we should put that list out on the website or if we should make it available to members only and others upon request. The decision was to provide it upon request.

8. 2<sup>nd</sup> Vice President's Report, 2014 Forum Update (Tim Kerns)

Tim Kerns reported that he is seeking volunteers to serve on the 40<sup>th</sup> International Traffic Records Forum planning committee. He held discussions with the Missouri attendees at this year's Forum and it looks like we will have a lot of state support. Tim also said that he will plan a site visit. There is also interest in a technology showcase from the user perspective. The theme will be data integration. We hope to retain the same vendors and sponsors, and expanding participation. Pete d'Oronzio has offered to help us come up with additional sponsors. Tim is looking for keynote speakers. Leanna Depue will be a big help as will the agency staff. Hadi Shirazi said that John Miller at Missouri DOT is going to provide support as well.

9. New Business :

a. Discussion on Website and Registration programming for 2014 (Cindy Burch)

Nils reported that TSASS has stated that in 2014 we will need restructure the contract that is expiring on December 31, 2013. Nils said that he has set up a committee, chaired by Cindy Burch, to work on the decisions.

152 Cindy Burch reported that the committee is developing a small Statement of Work  
153 in order to solicit bids on maintenance of the ATSIP.org, trafficrecords.org, and  
154 the Forum website. The time is short and they are hoping to put the document out  
155 shortly.

156  
157 Angie reported that TSASS plans to rebuild its servers between Christmas and the  
158 end of the calendar year. They would like to hear from us as quickly as possible.

159  
160 ~~b. Discussion on Assessment Partnerships : (Nils King)-Item removed~~

161  
162 c. Discussion on Edmonton Traffic Safety Conference

163 Bob Scopatz

164 Ask if Edmonton would be willing to put the "Save the Date" into their program?

165 Would Edmonton pay for anyone?

166 Barb DeLucia asked if any Canadians participated in the Traffic Records Forum  
167 in St. Paul. The answer was "no."

168  
169 d. Discussion on preparation of 2014 ATSIP Budget (Bob Rasmussen)

170 Bob Rasmussen reported that he needs to hear from every committee to know  
171 what expenditures are anticipated in 2014. We have very good data on the income  
172 and expenses are for the Forum. We don't have enough income from dues to pay  
173 for additional efforts. We have to get the money for those activities from the  
174 Forum. We need to develop a realistic budget.

175  
176 e. Cory Hutchinson asked about the budget for Best Practices. Bob Rasmussen said  
177 that he has the dollar amounts from past years. Cory added that he would like to  
178 work on having a plenary session at the Forum for all the Best Practice  
179 submissions and let the attendees vote on them at the Forum. This would result in  
180 not having a personalized award, but it would make for a more involved member  
181 process. The committee would choose the best three submissions in each  
182 category.

183  
184 10: Next Executive Board Meeting Teleconference will be held on December 18<sup>th</sup> at 2:00  
185 p.m. E.S.T.

186  
187 **10. Next meeting in January at the TRB in D.C. (Information emailed)**

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189 11. Adjourn

190  
191 Nils King closed the meeting at 2:22 PM

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193 Submitted as Draft for Review on 11/20/2013 by Robert A. Scopatz, Secretary

194 Submitted as Draft for Approval on 11/22/2013 by Robert A. Scopatz, Secretary

195 Approved by the Executive Board on 12/18/2013