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ATSIP Executive Board Meeting Minutes

Teleconference Call

December 18<sup>th</sup>, 2013

ATTENDANCE:

Nils King, President  
Cynthia Burch, 1<sup>st</sup> Vice President  
Tim Kerns, 2<sup>nd</sup> Vice President  
Bob Rasmussen, Treasurer  
Bob Scopatz, Secretary  
Cory Hutchinson, Louisiana  
Angie Langanke, TSASS  
Joanna Reed, NISR  
Allen Parrish, Alabama  
David Harkey, HSRC by proxy to Nils King  
Barbara DeLucia, Texas  
Kathleen Haney, Minnesota  
Ida Van Schwalwyk, Oregon

Non-voting attendees:

Jim Davis, Co-Parliamentarian  
Luke Johnson, NHTSA  
Kara Mueller, TSASS  
Dave Bozak, InfoGroup  
Hadi Shirazi, Louisiana

1. Call to Order, Attendance/Quorum, Introduction  
Bob Scopatz announced a quorum at 1:09 PM  
Nils King called the meeting to order at 1:09 PM
2. Approval of Minutes from November 20<sup>th</sup>, 2013 Executive Board Meeting

**MOTION**

**Cindy Burch moved to accept the minutes of the November 20<sup>th</sup> Executive Board Meeting.**  
**Barb DeLucia seconded.**  
**Motion Approved.**

3. 1<sup>st</sup> Vice President's Report: Cindy Burch  
IT/Website discussion  
A discussion on the present state of the ATSSIP Website and IT structure was provided by Cindy Burch. The presentation was a proposal that was submitted by TSASS to support

46 and provide administrative personnel for the fiscal year of 2014 for a cost of \$30,000.00.  
47 A copy of the proposal was sent to all Board Members in advance of the meeting in order  
48 for the member to have the opportunity to review the submitted proposal. A scaled down  
49 RFI had been sent to members of the Board who could have provided information on  
50 possible alternatives. As of the Board Meeting, only the TSASS proposal had been  
51 submitted. Due to the present contract expiring on December 31, 2013, the importance of  
52 both websites being maintained and operational are very critical. It was determined  
53 through conversation that it would be a hasty decision if a different approach to support  
54 and maintenance of the websites were made at this point. Time was of the essence. Cory  
55 Hutchison requested information on the support that was provided in the proposal for  
56 which Cindy responded. Bob Rasmussen commented on the fact that we all have our  
57 own jobs and for us to change the structure of the websites or make changes would not be  
58 beneficial to ATSIP at this point. Due to the time left in the existing contract and other  
59 factors in the upcoming Forum that will be held in St. Louis, Cindy Burch made a motion  
60 that the proposal for IT support and Website administration submitted by TSASS be  
61 accepted.

62 **MOTION**

63 **Cindy Burch moved to accept the TSASS.**

64 **Joanna Reed seconded.**

65 **Motion Approved.**

66  
67 4. Report on Edmonton Urban Traffic Safety Conference

68  
69 Bob Scopatz informed the Board that we have previously approved \$3,000.00 to send  
70 ATSIP participants to the conference in Edmonton. This amount does not cover the cost  
71 of sending three participants, plus the cost of shipping the ATSIP booth to the  
72 conference.

73 **MOTION**

74 **Bob Scopatz moved to add \$1000 to the allocation for funding ATSIP's**  
75 **participation in the Edmonton Conference.**

76 **Motion Withdrawn upon discussion.**

77  
78 Barb DeLucia made a request that an estimate of expenses be submitted for review. Nils  
79 King and Cindy Burch advised that they would submit the estimate for their travel  
80 expenses in the event that they would be the ones chosen to travel to the conference. Cory  
81 Hutchinson state that the Board had previously discussed using our participation in the  
82 conference this year as a way to determine what opportunities are afforded ATSIP  
83 through that participation. Bob Scopatz stated that he could not provide a clear budget at  
84 this time that would detail each of the anticipated expenses and withdrew the motion.  
85 Discussion was tabled until the January meeting to take place in conjunction with the  
86 overall discussion of the ATSIP budget.  
87

88 5. Treasurer Report

89 Bob Rasmussen reported November financial information. The full report is appended to  
90 the member's copy of these minutes. Bob also reported that the Forum still looks to have  
91 resulted in a positive balance but that a printing bill is still expected so final numbers  
92 cannot be calculated.

93 6. Liaison Reports

94 FMSCA: FHWA: NHTSA: TRB: GHSA:

95  
96 Luke Johnson reported that the NHTSA Assessment Process is moving forward. Eight-to-nine  
97 assessments will take place in 2014. Further information will be forthcoming.  
98  
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101 7. Committee Reports:

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103 a) Outreach (Hadi Shirazi)

104 Hadi Shirazi reported that progress is being made focusing on the Orange County forum  
105 to be held in 2015.  
106

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

108 Kara Mueller reported that presentations from the Forum are still being supplied and are  
109 being uploaded to the website as received. Angie Langanke reported that some year-end  
110 updates to the site and addition of members are taking place as well.  
111

112  
113 9. 2<sup>nd</sup> Vice President's Report, 2014 Forum Update (Tim Kerns)

114 Tim Kerns reported that discussions with Jeremy Hodges in Missouri have yielded  
115 several benefits to ATSIP for the 2014 Forum in St. Louis. Missouri has pledged AV  
116 support in supplying laptops and projectors at the Forum which would save money. Nils  
117 King brought up the previous motion in regards to purchasing 5 laptops by ATSIP for use  
118 at Forums. Tim advised that they would not be needed in St. Louis, that the funds for  
119 that should be de-obligated. In addition, Missouri DOT will supply all printed material  
120 and aid in the logistics of travel from the St. Louis airport. In a conversation with the  
121 Ball Park Hilton, the contract for the Forum for October 2014 is intact. The agreed upon  
122 obligations will be upheld by the Hilton. The room block for attendees is secure. The  
123 issue is if the St. Louis Cardinals make it to the World Series. In that event, only the  
124 block agreed upon will be available. No additions will take place, or no extensions to  
125 deadlines. If that occurs, hotels in the area will not be able to absorb any additional  
126 rooms as well. It is strongly recommended that the reservation site for the 2014 Forum  
127 be placed on the TRF website as early as possible. Pete D'Oronzio has volunteered to  
128 work with Tim Kerns on obtaining sponsors for the forum as well.  
129

130 10. Discussion of 2014 ATSIP Budget

131 Bob Rasmussen advised the Board that any committee foreseeing a need for funding in  
132 2014 should submit their request to him as soon as possible. The 2014 budget will be  
133 presented at the TRB meeting in January. He also asked that in putting together the  
134 estimated costs for the Edmonton conference participation, we include all meals, parking,  
135 hotel, and any cost that can be attributed to the travel.  
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137 11. New Business :

138 No New Business  
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141 12. Next meeting January 11, 2014 at the TRB in D.C. (Information emailed)  
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13. Adjourn

**MOTION:**

**Kathleen Haney moved to adjourn.**

**Angie Langanke seconded.**

**Motion Passed.**

Nils King closed the meeting at 2:13 PM

Submitted as Draft for Review on 12/3/2013 by Robert A. Scopatz, Secretary

Approved by the Executive Board on 1/11/2014