

ATSIP Executive Board Meeting

Via Teleconference

February 19, 2014

ATTENDANCE:

Nils King, President
Cynthia Burch, 1st Vice President
Tim Kerns, 2nd Vice President
Marty Pollock, Past President
Bob Scopatz, Secretary
Cory Hutchinson, Louisiana
John Carrico, Kentucky
Joanna Reed, NISR
Allen Parrish, Alabama
David Harkey, HSRC
Barbara DeLucia, Texas
Kathleen Haney, Minnesota

Non-voting attendees:

Ralph Zimmer, Co-parliamentarian
Jim Davis, Co-parliamentarian
Bob Rasmussen, Treasurer
Luke Johnson, NHTSA
Kara Mueller, TSASS
Kellee Holcomb, TSASS
Eric Tang, Cambridge Systematics
Dave Bozak, InfoGroup

1. Call to Order, Attendance/Quorum, Introduction
Bob Scopatz announced a quorum at 1:06 PM Central Time
Nils King called the meeting to order at 1:07 PM Central Time
2. Approval of Minutes from January 11th, 2014 Executive Board Meeting
Bob Scopatz removed one name that appeared twice on the attendance list.

MOTION:

John Carrico moved to accept the minutes of the 1/11/2014 minutes as corrected.

Cory Hutchinson seconded.

MOTION Approved

3. 1st Vice President's Report: Cindy Burch
Cindy Burch reported that the IT contract is signed with TSASS. There are option years we can exercise in the future. This will support us with websites and the Forum registration. Also have phone coverage answered as "ATSIP."

Cindy also sent a kick-off email to the IT subcommittee and will be in touch shortly about developing an RFP this year.

48 Cindy is putting together a manual on how to put together a Forum. Clay Hatch and Martha
49 Florey have provided some background and documentation. Cindy asked if anyone else has
50 ideas.

51

52 4. Treasurers Report: Bob Rasmussen

53 A copy of the full Treasurer's report is appended to the members' copy of these minutes.

54 There were no expenses and no income for the month of January so the balances are
55 unchanged.

56

57 5. Liaison Reports:

58

59 **Luke Johnson (NHTSA):**

60 The Data Mod continues to move forward. The regional TR Coordinators are coming to HQ
61 next week. The Assessments are moving forward and going well. STRAP is being improved.
62 The USDOT TRCC website is up: <http://www.dot.gov/trcc>.

63

64 **GHSA:** Jonathan Atkins was named as the head of GHSA. He was their Communications
65 Executive and was acting as Executive Director. Nils asked for his contact information so
66 that he can send an official letter.

67

68 6. Committee Reports:

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70 a) Data Quality & Improvement (Bob Scopatz & Marty Pollock). No report. Marty
71 responded to some of the discussion from the January meeting. He said that ATSIP could
72 pursue taking on the ANSI D-16.1 standard if a long-term funding source could be
73 identified. He said that he wasn't aware of a likely source of funding at this time.

74

75 The question about relevance of the Standard is something he tried to research by talking
76 more to Ken. Ken has said that ANSI D-16.1 is referenced in several states' crash data
77 collection manuals. It is also referenced in the Traffic Records Assessment Advisory.
78 Ken has also said that NISR uses the manual in training delivered to states.

79

80

81 b) ATSIP Strategic Planning (Nils King)

82 Nils and Cindy are working together on the Strategic Plan. John Carrico has volunteered
83 to help as well.

84

85 c) Membership (Bob Rasmussen)

86 We have one application (Eric Tang, Cambridge Systematics).

87

88 **Motion**

89 **Bob Scopatz moved that we accept Eric Tang as a member.**

90 **Joanna Reed seconded.**

91 **Motion approved**

92

93 d) Outreach (Hadi Shirazi)

94 No report.

95

96 e) National Agenda (Dave Bozak)

97 Nils King said that he and Dave Bozak reached out to the National Safety Council about

98 allowing ATSIP to take ownership of the National Agenda. That would allow us to work
99 on it in the future. Dave reported that we received the go ahead from NSC that they will
100 release the National Agenda for us to work on.

101
102 f) Outreach for SMEs to serve on assessments (Dave Bozak)

103 Dave said that we will have an application ready early next week for people to let us
104 know that they want to serve as an assessor. Send Dave an email if you are interested.

105
106 7. Web Site (TSASS Staff)

107 Kara Mueller and Kellee Holcomb reported that the website has recent committee updates
108 and Forum attendance. Kara said that they will be in touch with Tim Kerns to allow best
109 practice nominations to be submitted through the website as well.

110
111 Nils will be asked to approve emails from the reminder system.

112
113 The phone will be set up to be answered as ATSIP. This will be a cell phone for Kellee to
114 use. The phone and number will belong to ATSIP.

115
116 Cindy provided photos from the 2013 Forum, and they would like to post them all on Flickr
117 plus post selected photos to the Forum website.

118
119 Bob Scopatz should send the remaining meeting minutes to Kellee.

120
121 8. 2nd Vice President's Report, 2014 Forum Update (Tim Kerns)

122 Tim Kerns reported that the exhibitor pricing schedule and flyers are done. They will go out
123 to the vendors who participated last year and any others who might be interested. The calls
124 for abstracts, best practices and best web-sites will go out soon. A site visit is planned for the
125 last Friday in March. They will meet with the hotel and convention center staff while there.

126
127 Still looking for suggestions for key note and luncheon speakers. Would like to get those
128 agreements in place by April.

129
130 There is a Facebook page for the Forum. Not a lot of members yet, but we will start to
131 market it more. There is also a Linked In page.

132
133 The Best Practices Information went to Cory.

134
135 We are looking for help getting more vendors. Nils said we should target 25 vendors. The
136 information is being circulated in Missouri.

137
138 Bob Scopatz suggested that the notice for the Distinguished Achievement Award solicitation
139 go out at the same time as the call for abstracts and the best practices nominations.

140
141 9. Discussion on 2015 and 2016 Traffic Records Forums: Cindy Burch and Tim Kerns

142 Orange County in October 2015. We have discussed changing the 2016 Forum to the
143 summer months. Cindy said that Nils has sent out a list of hotels in the
144 Baltimore/Washington DC so that we can have participation from our Federal Partners.
145 After reviewing the list, and discussing with those with local knowledge, Cindy asks that we
146 officially approve moving the Forum to the summer months. Then, the second request is for
147 us to approve the Hyatt Regency on the Baltimore waterfront.

148

149 The discussion centered on perhaps wanting to reduce our room block because we would be
150 holding two TR Forums in a single Federal Fiscal Year.

151

152 **MOTION:**

153 **Bob Scopatz moved that we schedule the Traffic Records Forum in the summer for**
154 **2016 and beyond.**

155 **Barbara DeLucia seconded**

156 **Motion passed**

157

158 Cindy said that she will talk with Helms Briscoe to finalize the hotel selection. She will
159 change the room block levels to see what that does to the fees.

160

161 Bob Rasmussen suggested that we should also check to see about reducing the number of
162 concurrent sessions if we are thinking about having fewer people in attendance. John Carrico
163 said that the meals might still have the full attendance.

164

165 10. New Business

166 None

167

168 11. Next meeting: March 19, 2014 (teleconference call), 1:00 PM Central Time

169

170 12. Adjourn

171

172

173 **MOTION:**

174 **Cindy Burch moved to adjourn.**

175 **Marty Pollock seconded.**

176 **Motion carried.**

177

178 Nils King adjourned the meeting at 2:04 PM

179

180 Submitted as Draft for Review February 19, 2014 by Robert A. Scopatz, Secretary

181 Submitted as Draft for Approval March 6, 2014 by Robert A. Scopatz, Secretary

182 Approved as Final March 19, 2014 by the ATSIP Executive Board

