

ATSIP Executive Board Meeting

Via Teleconference

May 21, 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
Joanna Reed, NISR
Allen Parrish, Alabama
Angie Langanke, TSASS by proxy to Nils King
Barbara DeLucia, Texas
Kathleen Haney, Minnesota
John Carrico, Kentucky

Non-voting attendees:

Ralph Zimmer, Co-parliamentarian
Bob Rasmussen, Treasurer
Luke Johnson, NHTSA
Kara Mueller, TSASS
Kellee Holcomb, TSASS
Eric Tang, Cambridge Systematics
Hadi Shirazi, LA DOTD

1. Call to Order, Attendance/Quorum, Introduction
Bob Scopatz announced a quorum at 1:04 PM Central Time
Nils King called the meeting to order at 1:05 PM Central Time
2. Approval of Minutes from April 16th, 2014 Executive Board Meeting

MOTION:

Kathleen Haney moved to accept the minutes of the 4/16/2014 minutes.

John Carrico seconded.

MOTION Approved

3. 1st Vice President's Report: Cindy Burch
Cindy Burch reported that the 2016 hotel contract is signed. The IT subcommittee has not met, but will begin to meet again soon to evaluate ATSIP's IT needs.
4. Treasurers Report: Bob Rasmussen
A copy of the treasurer's report dated April 30, 2014 is attached to the member's copy of these minutes. Bob Rasmussen added that there are some items that are not reflected in the April financial report, but show in the May report. We are starting to receive dues as the annual renewals are beginning.

48 5. Liaison Reports:

49
50 **Luke Johnson (NHTSA):**

51 Luke Johnson reported that they don't have anything new and outstanding since last month.
52

53
54 6. Committee Reports:

55
56
57 a) Membership (Bob Rasmussen)

58 We have two applications (Captain Shane Bates, and Sarah Searcy).
59

60 **Motion**

61 **Bob Scopatz moved that we accept Captain Bates and Sarah Searcy as members.**

62 **John Carrico seconded.**

63 **Motion approved**
64

65 b) Outreach (Hadi Shirazi)

66 Hadi said he and Cory Hutchinson are working to be ready for the Traffic Records
67 Forum. Nothing else to report.
68

69
70 c) 2014 Nomination Committee (Marty Pollock)

71 Marty Pollock stated that he has the report of the nominations committee and instructions
72 ready. He asked if the Board has to approve the nominations. Ralph Zimmer said it does
73 not require the approval of the Executive Board. Marty said he will prepare the slate to be
74 sent out and ask for Kellee's assistance to send it out via the ATSIP account.
75

76 Bob Rasmussen asked if anything needs to happen other than sending out the slate of
77 nominations and give people the opportunity to petition for additions to slate of nominees
78 on the ballot to be produced later. Ralph Zimmer confirmed all that was required was to
79 send the slate to members and give them that opportunity.
80

81 d) National Agenda (Dave Bozak via email)

82 See attached message from John Ulczycki, Vice President, NSC, dated April 11, 2014 -
83 stating that the NSC was waiving all of its rights of ownership to the copyright on the
84 National Agenda. Still waiting for letter to be mailed to ATSIP President, Nils King.
85

86 e) Outreach for SMEs to serve on assessments (Dave Bozak via email)

87 Here is a combined list of SME recommendations, including persons listed in the Expert Pool for
88 SMEs on ATSIP's website, known individuals, e.g., previous Board members, and others who are
89 either known to ATSIP or were recommended by a current or past member of the Board. The
90 areas of the assessment process that they would focus on based on their expertise are indicated
91 next to their names.
92

93
94 Expert Pool - ATSIP Website
95

96 Bob Scopatz - Crash and Strategic Planning Allen Parrish - Citation/Adjudication and TRCC

97 Management Cory Hutchinson - Crash, Strategic Planning and TRCC Management John Carrico -

98 Crash and TRCC Management Bob Rasmussen - Roadway and Strategic Planning Tim Kerns -
99 EMS/Injury Surveillance and Data Integration Joanna Reed - Crash Barbara DeLucia - Roadway

100
101
102 Previous/Current Board Members

103
104 Dan Magri - Roadway

105 Hadi Shirazi - Roadway

106 Ida Van Schwalwyk - Crash and Roadway

107 Jim Templeton - All sections of assessment process, excluding Roadway and Injury Surveillance

108
109
110 Persons Known to ATSIP or Recommended by past Member of the Board

111
112 Marcia Drake (WA State) - Citation/Adjudication (recomm. by Ida Van Schwalwyk) Nicole
113 Charlson (OR) - Crash and TRCC (recomm. by Bozak) Barry Bratt (CO) - Crash and TRCC (recomm.
114 by Joan Vecchi) Stacey Manware (CT) - Citation/Adjudication and TRCC (recomm by Bozak) Dan
115 Gieseman (IA) - Crash and Roadway (recomm by Bozak) Jeremy Hodges (MO) - Crash,
116 Citation/Adjudication and TRCC (recomm by Leanna DePue) Romell Cooks (Former NHTSA Reg
117 Admin) - Crash and Driver (recomm by Bozak)

118
119
120 Others Already Involved in Assessment Process (responding to SME Outreach)

121
122 Jana Simpler (DE)

123 Joe McCarthy (CO)

124 Juliet Little (CT)

125
126 Contact Dave Bozak directly to be added to his list.

127
128 7. Web Site (TSASS Staff)

129 Kellee and Kara reported that the membership system is ready to go with automated
130 invoicing but need ATSIP authorization. Bob Rasmussen asked for them to hold off until
131 Monday and then it will be ready with all of his corrections.

132
133 Deferred payments for the Forum—will ATSIP accept early registrations without payment
134 included, or do we want to handle this differently. Bob Rasmussen said that we just need
135 better tracking on the financial side to be sure that people can register early if they need to in
136 order to get the expense through their State system, but we need to be sure to collect from
137 them by the Forum.

138
139 The Forum registration system is getting ready. Tim Kerns supplied the registration pricing
140 so it is also ready to go.

141
142 Bob Rasmussen said that ATSIP has agreed to purchase a cell phone for TSASS to use as the
143 ATSIP general number.. That number will be published on the website. Bob said that he
144 needs the name and mailing address where the phone will go. TSASS will send that
145 information to Bob today.

146
147 8. 2nd Vice President's Report, 2014 Forum Update (Tim Kerns)

148 Tim Kerns reported that a floor plan/layout for exhibitor space will be available soon. The
149 support contractor Heritage Exposition Services. The deadline on the website for signups is

150 middle of July for abstracts. He has received several suggestions for opening speaker—
151 please get ideas to Tim very soon as he is ready to select and begin contacts.
152
153

154 9. New Business

155 ATSIP's Status pertaining to IDIQ proposals: Nils reported that he has been contacted by
156 multiple parties related to the NHTSA IDIQ proposals. Nils read a statement indicating that
157 ATSIP would be available to be listed on any organization's proposal as long as it is not an
158 exclusive arrangement. Bob Scopatz and Barb DeLucia recused themselves from the
159 discussion and voting. Barb did ask if an ATSIP member had an exclusive agreement with a
160 vendor. Nils suggested that it would depend on what the agreement said. Cindy Burch said
161 that it should not result in a personal conflict because ATSIP is making itself available as a
162 resource on a non-exclusive basis. Individuals can enter into relationships with a vendor
163 independent of what ATSIP does to support the identification and selection of subject matter
164 experts to serve as assessors.
165

166 Kathleen Haney asked Nils to send the statement in an email. The statement reads: "I have
167 been approached by several organizations interested in listing ATSIP as a partner for
168 providing Assessment SMEs in their IDIQ proposal. I have agreed and would like to make
169 ATSIP available to any organization submitting a proposal under the conditions that it is a
170 NON-EXCLUSIVE agreement."
171

172 Nils asked for a motion to the effect of the
173

174 **MOTION:**

175 **Kathleen Haney moved that "the ATSIP organization will be available as a resource to**
176 **any organization submitting a proposal for the NHTSA Traffic Records Support IDIQ**
177 **under the condition that it is a non-exclusive agreement."**

178 **Joanna Reed seconded**

179 **Motion passed with two abstentions**
180

181 Bob Rasmussen suggested that the contact should be made to Nils. John Carrico and
182 Kathleen Haney said that inquiries should be directed to the ATSIP President.
183

184 **MOTION:**

185 **John Carrico moved that the statement from ATSIP include wording that all inquiries**
186 **be directed to the President of ATSIP.**

187 **Marty Pollock Seconded**

188 **Motion passed with two abstentions**
189
190

191 10. Next meeting: June 18th 2014 (teleconference call), 1:00 PM Central Time
192

193 11. Adjourn
194

195 **MOTION:**

196 **Cindy Burch moved to adjourn.**

197 **John Carrico seconded.**

198 **Motion carried.**
199

200 Nils King adjourned the meeting at 1:51 PM

201

202 Submitted as Draft for Review May 21, 2014 by Robert A. Scopatz, Secretary

203 Revised reflecting changes received as of May 21, 2014

204 Approved as Final June 18, 2014 by the ATSIP Executive Board

205

206

207
208
209

Copy of letter from NSC.

John Ulczycki

April 11, 2014

David,

As you know, the National Safety Council worked with ATSIP to produce the National Agenda for Traffic Safety Information Systems. I believe the last date of publication was 2003. NSC holds the copyright on that publication but we are happy to provide ATSIP the rights to that copyright so that ATSIP may update the publication and produce it again.

May this letter serve as a notice that National Safety Council waives all of its rights of ownership to that copyright.

Best regards,

John Ulczycki
Vice President
National Safety Council

210