

ATSIP Executive Board Meeting

Via Teleconference

June 18, 2014

ATTENDANCE:

Nils King, President by proxy to Cindy Burch
Cynthia Burch, 1st Vice President
Tim Kerns, 2nd Vice President
Marty Pollock, Past President
Bob Scopatz, Secretary
Cory Hutchinson, Louisiana by proxy to Hadi Shirazi or Bob Scopatz
Barbara DeLucia, Texas by proxy to Bob Scopatz
Kathleen Haney, Minnesota by proxy to Bob Scopatz

Non-voting attendees:

Ralph Zimmer, Co-parliamentarian
Bob Rasmussen, Treasurer
Dick Paddock, TSASS
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 1:05 PM Central Time as soon as Cindy Burch arrives

Tim Kerns called the meeting to order at 1:05 PM Central Time for non-voting items.

Cindy Burch arrived at 1:15 and that made up a full quorum.

NOTE: the minutes are not in chronological order due to the meeting being reordered to allow time for Ms. Burch's arrival before voting began. – RAS, Secretary

2. Approval of Minutes from May 21st, 2014 Executive Board Meeting

MOTION:

Marty Pollock moved to accept the minutes of the 5/21/2014 minutes.

Tim Kerns seconded.

MOTION Approved

3. 1st Vice President's Report: Cindy Burch.

Cindy reported that she is working with Nils King to develop action strategies for the Strategic Plan for the two items: Membership, and the Forum

Cindy noted that ATSIP has given out two awards: Distinguished Achievement Award, and the Exceptional Service Award. She asked if we could officially define these two awards. The other question is whether we could name the Exceptional Service Award as the Scott Falb Exceptional Service Award. Ralph Zimmer asked if the Board will be presented with credentials/justification for the nominees. Cindy said yes, those will go to the Board and a vote will be taken.

- 48 **MOTION:**
49 **Bob Scopatz moved that the Association may give both of the defined awards in one**
50 **calendar year if there are suitable nominees.**
51 **Tim Kerns seconded**
52 **MOTION Approved**
- 53 **MOTION:**
54 **Bob Scopatz moved that the Association rename the Exceptional Service Award to be**
55 **the Scott Falb Exceptional Service Award.**
56 **Tim Kerns seconded**
57 **MOTION Approved**
- 58 Bob Scopatz said that he will notify Jan Falb, Scott's wife of the award's name.
- 59 4. Treasurers Report: Bob Rasmussen
60 A copy of the treasurer's report dated May 31, 2014 is attached to the member's copy of
61 these minutes. Bob Rasmussen added that there was \$175 of dues income this month, but this
62 should increase with Forum registrations. We also had to do our tax exempt filing and order
63 new checks. On the forum account, we have received income from vendors and sponsors.
- 64 5. Liaison Reports:
65
66 **None**
67
68
- 69 6. Committee Reports:
70
71
- 72 a) Membership (Bob Rasmussen)
73 We have one application (Tonya Neaves).
74
- 75 **MOTION**
76 **Bob Scopatz moved that we accept Tonya Neaves as a member.**
77 **Marty Pollock seconded.**
78 **MOTION approved**
79
- 80 b) Outreach (Hadi Shirazi)
81 No report
82
- 83 c) 2014 Nomination Committee (Marty Pollock)
84 Marty Pollock reported that the letter to paid members and emeritus members with the
85 slate of nominations went out on June 13th. The 2015 and 2016 classes remain as is. The
86 2017 class will be voted on along with the Officers. The letter included the petition for
87 additional nominations. Marty has asked for the petitions to be returned to him by August
88 22.
89
- 90 **MOTION**
91 **Marty Pollock moved that the results of the ballots will be presented at the**
92 **Association General Meeting (on Tuesday, October 28, 2014) of the Forum)**
93 **Bob Scopatz Seconded**
94 **MOTION Approved**
95

- 96 d) Outreach for Subject Matter Experts (SMEs) to serve on assessments (Dave Bozak
97 via email)

98 Dave Bozak submitted the following via email. He said it is not complete and he needs
99 some help getting this list up to date. Some of it is test data entered by TSASS to work on
100 the system. Dick Paddock asked if Dave could get back to Kellee with updates.

101
102 **Expert Pool - ATSIP Website**

103
104 Bob Scopatz - Crash and Strategic Planning
105 Allen Parrish - Citation/Adjudication and TRCC Management
106 Cory Hutchinson - Crash, Strategic Planning and TRCC Management
107 John Carrico - Crash and TRCC Management
108 Bob Rasmussen - Roadway and Strategic Planning
109 Tim Kerns - EMS/Injury Surveillance and Data Integration
110 Joanna Reed – Crash
111 Barbara DeLucia - Roadway

112
113 **Previous/Current Board Members**

114
115 Dan Magri - Roadway
116 Hadi Shirazi - Roadway
117 Ida Van Schwalwyk - Crash and Roadway
118 Jim Templeton - All sections of assessment process, excluding Roadway and Injury
119 Surveillance

120
121 **Persons Known to ATSIP or Recommended by past Member of the Board**

122
123 Marcia Drake (WA State) - Citation/Adjudication (recomm. by Ida Van Schwalwyk)
124 Nicole Charlson (OR) - Crash and TRCC (recomm. by Bozak)
125 Barry Bratt (CO) - Crash and TRCC (recomm. by Joan Vecchi)
126 Stacey Manware (CT) - Citation/Adjudication and TRCC (recomm by Bozak)
127 Dan Gieseeman (IA) - Crash and Roadway (recomm by Bozak)
128 Jeremy Hodges (MO) - Crash, Citation/Adjudication and TRCC (recomm by Leanna
129 DePue)
130 Romell Cooks (Former NHTSA Reg Admin) - Crash and Driver (recomm by Bozak)

131
132 **Others Already Involved in Assessment Process (responding to SME Outreach)**

133
134 Jana Simpler (DE)
135 Joe McCarthy (CO)
136 Juliet Little (CT)

137
138 7. Web Site (TSASS Staff)

139 Dick Paddock reported that TSASS will have credit card payment processing capabilities by
140 July 1. They will support manual processing if there are problem. The automatic renewal
141 process will also be turned on July 1. Roughly 100 people will get renewal notices
142 immediately after. The Forum registration system has been changed to reflect new payment
143 rates. It will be turned on as soon as the PayPal issue is resolved.

144
145 Dick Paddock said that the SME list has not been updated. Bob Scopatz said that he would
146 contact Dave to get the responses to the solicitation email entered into the system. The

147 methodology envisioned is that the Board will have a chance to endorse specific individuals
148 and track when people are endorsed alternatively by NHTSA.

149
150 Dick asked about the cell phone for Kellee. Bob Rasmussen said that this is on his list of
151 items to take care of. Dick said that they need to post a number soon, so if the cell phone isn't
152 available, he will use the TSASS number. Bob Rasmussen said he will get the phone this
153 weekend.

154
155 Dick said that the budget seems sufficient through October unless there are change orders
156 from ATSIP for the systems.

157
158
159 8. 2nd Vice President's Report, 2014 Forum Update (Tim Kerns)

160 Tim Kerns reported that the registration will open July 1. We will need to remind people to
161 make their reservations early. We are still in need of sponsors/exhibitors—a second round
162 email went out, and a third round is ready to go out. Tim and Kellee will discuss sending an
163 email blast to the general population. We have 8 abstracts submitted so far with one month to
164 go before the call for abstracts closes. Tim will also reach out to past presenters for the
165 Sunday workshops. We have the Monday luncheon speaker and are still working on a
166 speaker for the Monday session. We are also putting together some activities, especially to
167 recognize past Chairs since this is the 40th Annual Forum. We will get information out in
168 early July. The audio-visual contract is all set. The printing contract is also set up.

169
170 The committee is going to meet this week and will plan to ask for an email vote on whether
171 to offer past presidents/chairs a discounted rate for Forum attendance.

172
173
174 9. New Business

175 None

176
177 10. Next meeting: July 16th 2014 (teleconference call), 1:00 PM Central Time

178
179 11. Adjourn

180
181 **MOTION:**

182 **Bob Scopatz moved to adjourn.**

183 **Marty Pollock seconded.**

184 **Motion carried.**

185
186 Cindy Burch adjourned the meeting at 2:05 PM

187
188 Submitted as Draft for Review June 18, 2014 by Robert A. Scopatz, Secretary
189 Submitted as Draft for Approval July 16, 2014 by Robert A. Scopatz, Secretary
190 Approved by a vote of Executive Board on July 16, 2014

191