

ATSIP Executive Board Meeting

Via Teleconference

July 16, 2014

ATTENDANCE:

Nils King, President
Cynthia Burch, 1st Vice President by proxy to Nils King
Tim Kerns, 2nd Vice President by proxy to Bob Rasmussen
Marty Pollock, Past President by proxy to Nils King
Bob Scopatz, Secretary
Angie Langanke, TSASS
David Harkey, HSRC
John Carrico, Kentucky
Allen Parrish, Alabama by proxy to Nils King
Joanna Reed, by proxy to Nils King
Barbara DeLucia, Texas
Kathleen Haney, Minnesota

Non-voting attendees:

Ralph Zimmer, Co-parliamentarian
Bob Rasmussen, Treasurer
Kara Mueller, TSASS
Kellee Holcomb, TSASS
Eric Tang, Cambridge Systematics
Bob Pollack, FHWA

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 1:06 PM Central Time.

2. Approval of Minutes from June 18th, 2014 Executive Board Meeting

MOTION:

Barbara DeLucia moved to accept the minutes of the 6/18/2014 Executive Board Meeting.

Angie Langanke seconded.

MOTION Approved

3. 1st Vice President's Report: Cindy Burch.
No report per Cindy's email to Nils King.
4. Treasurers Report: Bob Rasmussen
A copy of the treasurer's report dated June 30, 2014 is attached to the member's copy of these minutes. Bob Rasmussen added we picked up a Silver sponsor and additional vendors, plus dues payments.
5. Liaison Reports:

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FHWA: Bob Pollack reported that the comment periods on two Notices of Proposed Rule Making (NPRM) have closed and the Agency will complete their review. Bob said that for the HSIP NPRM, they received 55 comments. On the Performance Management NPRM they received 11,000 comments.

Committee Reports:

- a) Membership (Bob Rasmussen)
We have one application (Brad Jones).

MOTION

Bob Scopatz moved that we accept Brad Jones as a member.

John Carrico seconded.

MOTION approved

Bob Rasmussen reported that we have a request from the State of Louisiana. There are two individuals requesting an upgrade from Member to Fellow based on their having met the five-year criterion. The two individuals are: Connie Boudreau and Karla Courtaid. Bob verified that both have been members for greater than five years.

MOTION

Bob Scopatz moved that we accept both Connie Boudreau and Karla Courtaid at the Fellow membership level.

John Carrico seconded.

MOTION approved

- b) Outreach (Hadi Shirazi)
No report

- c) 2014 Nomination Committee (Marty Pollock)
Nils said that he believes we are ready to send out the ballots at the appropriate time.

- d) Outreach for SMEs to serve on assessments (Dave Bozak via email)
Dave Bozak submitted the following via email.

Dave Bozak said the Expert Pool information on the ATSIP website for the eight Board Members listed was test data based on an earlier assessment. Following the June meeting, he updated information for Bob Scopatz, Barbara DeLucia, Bob Rasmussen and Joyce Emery.

He asked that if other Board Members, including people who are not listed (i.e., Cindy Burch), would provide him with their updated information (which areas of the assessment process they would like listed), he would provide this information to TSASS to update the information in the Expert Pool.

David provided the SME list that he has to date and asked the Board to help update it. That email was sent to the Executive Board under separate cover. Bozak added that he was disappointed that the earlier outreach (e-mail) to more than 700 people on the ATSIP

97 distribution netted fewer than 30 people, expressing an interest in expert panels. He had
98 wanted to tie in the hardcopy “Annual Dues Form for Membership” which indicates at
99 the bottom whether people are interested in serving on expert panels; however the Survey
100 Monkey mass e-mailer jumbled the formatting. This may or may not have been a factor.

101 Perhaps, if the On-Line application form could be made more readily available (rather
102 than embedded in the ‘Members Only’ tab, under Membership, a stronger push could be
103 made for both new members as well as folks interested in serving on expert panels.
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106 6. Web Site (TSASS Staff)

107 Kellee Holcomb reported that we have four registrations completed and paid (3 with credit
108 cards, plus one P.O. covering 5 attendees). Bob Rasmussen will send the latter person a
109 corresponding invoice as needed by the purchaser. We also have several completed
110 registrations without payment yet. Another few came in yesterday as well.
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112 Bob Rasmussen asked if the membership dues payment system was live yet. Kellee said that
113 reminder notices have not been sent yet. Once the system is turned on, we show that 79
114 people will get an expiration notice, 21 of those expire in the next 90 days. The actual
115 payment system will go live by August 1st, pending resolution of the PayPal issue.
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117 Ralph Zimmer asked if the proposal to grant scholarships passes, what will be the process for
118 those individuals to register? Will they pay and then be reimbursed or will the system allow
119 them register at a reduced rate? Nils said that the discussion will come up under New
120 Business.
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122 7. 2nd Vice President’s Report, 2014 Forum Update (Tim Kerns)

123 Tim Kerns provided the following Forum Update via email (Bob Rasmussen presented the
124 email contents verbally):
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- 126 • 22 abstracts submitted (not including any DOT sessions)
- 127 • Deadline for abstracts and best practices is this Friday
- 128 • More exhibitors are needed
- 129 • Workshops for Sunday are in pretty good shape
- 130 • Started working with the hotel for food order
- 131 • Identified items to be included with registration - will align purchases with exhibitor
132 income
- 133 • Provided hotel with Friday guest list
 - 134 ○ Wanda, Connie, Hadi, Cindy, Bob Rasmussen, Allen (as of now)
- 135 • Stephanie (hotel rep) will start to provide weekly room reservation lists
- 136 • Sample agenda is posted on website as a reference for those that need it prior to
137 registration

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139 Nils King added that Jeremy Hodges from Missouri will call him to provide the vendor list from
140 the recent Missouri safety conference so that we can invite those vendors to participate as
141 exhibitors at the Forum.
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143 8. New Business

144 a. Results and discussion of the TRF Scholarship: Nils King

145 Nils King reported on the email ballot regarding support for past presidents of ATSIP,
146 past Chairpersons of the Traffic Records Committee of the National Safety Council,

147 and ATSIP Emeritus members to allow those persons to attend the 2014 Traffic
148 Records Forum at a reduced rate (to be determined). Nils reported that we received
149 nine votes from the Executive Board, all were in favor of providing scholarships. Nils
150 then opened the discussion for the process of collecting the reduced fee. Bob
151 Rasmussen asked if we had determined how much each scholarship will be per
152 person. Nils said that the letter indicated we would cover full registration for the
153 entire conference. Barbara DeLucia asked if that meant everyone who qualifies or
154 only those who could not afford to pay (i.e., it would be a financial burden to attend).
155 We would like those who have a hardship to contact Nils or Tim to ask for assistance
156 before they register. We would then cover the full registration fee for those
157 individuals by giving them a “comp code” (one unique code per individual will be
158 provided by Kellee Holcomb or Bob Rasmussen upon approval) they can use during
159 online registration. Also, Kellee can walk through the registration for these
160 individuals if desired.

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162 **b.** Bob Scopatz asked for and got approval to inform Jan Falb that her attendance at the
163 Awards Luncheon will be comp'd by ATSIP.

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165 9. Next meeting: August 20th 2014 (teleconference call), 1:00 PM Central Time

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167 10. Adjourn

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169 **MOTION:**

170 **Bob Scopatz moved to adjourn.**

171 **John Carrico seconded.**

172 **Motion carried.**

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174 Nils King adjourned the meeting at 1:52 PM Central time.

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176 Submitted as Draft for Review July 16, 2014 by Robert A. Scopatz, Secretary
177 Submitted as Draft for Approval July 21, 2014 by Robert A. Scopatz, Secretary
178 Approved as Revised by vote of the Executive Board on August 20, 2014