

ATSIP Executive Board Meeting

2:00 p.m. Conference Call

November 19th, 2014

ATTENDANCE:

Cynthia Burch, President  
Nils King, Past President – by proxy to Cindy Burch  
Tim Kerns, 1<sup>st</sup> Vice President  
Allen Parrish, 2<sup>nd</sup> Vice President – by proxy to Bob Scopatz  
Bob Scopatz, Secretary  
David Harkey, HSRC  
Bob Rasmussen, Treasurer  
Barbara DeLucia, Texas  
Kathleen Haney, Minnesota  
Chris Osbourn, Tennessee  
Eric Tang, CamSys  
Chris Corea, Maryland

Non-voting attendees:

Ralph Zimmer, Co-Parliamentarian  
Jim Davis, Co-Parliamentarian  
Kellee Holcomb, TSASS  
Bernardo Kleiner, TRB  
Hadi Shirazi, LADOTD  
Rhonda Stricklin, Alabama  
Marty Pollock, Tennessee

1. Call to Order, Attendance/Quorum, Introduction

Bob Scopatz announced a quorum at 1:05 PM

Cindy Burch called the meeting to order at 1:05 PM

2. Approval of Minutes from October 26th, 2014 Executive Board Meeting

**MOTION**

**Kathleen Haney moved to approve the minutes of the October 26<sup>th</sup>, 2014 Executive Board Meeting**

**Barbara DeLucia seconded**

**MOTION APPROVED**

3. 1<sup>st</sup> Vice President's Report: Tim Kerns

Tim Kerns reported that he believes all the bills have been received for the Forum. We received good feedback from attendees and from NHTSA and have passed that along to Allen Parrish and Rhonda Stricklin. Cindy Burch is putting together a checklist for forum planning and management. Tim thanked us all for the assistance.

Tim and Rhonda said that they received the boxes shipped from the Forum.

Rhonda will scan the Forum session evaluations and make them available if people want to see them.

4. Treasurers Report: Bob Rasmussen

Bob Rasmussen presented the accounting through October 31, 2014. It does not reflect all of the bills paid from the Forum. A copy of the report is attached to the members' copy of these minutes. Dues payments were up due the Forum.

**MOTION**

**Bob Scopatz moved to approve the Treasurers report for October 31, 2014**

**Barbara DeLucia seconded**

**MOTION APPROVED**

5. Liaison Reports:

FMCSA: FHWA: NHTSA: TRB: GHSA:

NHTSA:

Luke Johnson sent an email with the following report:

NHTSA's very pleased with the forum and appreciates ATSIP's efforts to bring it all together under less-than-ideal circumstances. The agency and its partners within the DOT/TRCC continue to look for ways to partner more effectively with ATSIP to ensure the forum's continued success.

FMCSA:

Scott Valentine sent an email that the SaDIP grant deadline was this past Friday.

TRB:

Bernardo Kleiner said that TRB has a new executive director. Neil Peterson will replace Bob Skinner in January. Neil has been with SHRP2 and before that with the State of Maryland. He is a strong safety champion and represents the user community well. The January TRB Annual meeting deadline for early bird rates is November 30<sup>th</sup>. We will be at the Washington DC Convention Center. They expect a turnout of around 12,000 people. There are some great events related to Safety. Bernardo offered to send us a list of related topics and sessions. Cindy said that she worked with Neil for many years and he will be a great asset to TRB and a champion for Safety.

We have a room for our board meeting. Cindy thanked Bernardo for his assistance.

6. Committee Reports:

a) Membership (Bob Rasmussen)

Bob Rasmussen reported that new member applications were received from the following individuals:

Maureen Johnson (Florida DHSMV); James Perry (Dynamic Science, Inc.)

**MOTION**

**Bob Scopatz moved to approve Maureen Johnson and James Perry at the Member Level**

**Kathleen Haney seconded**

**MOTION APPROVED**

b) Outreach (Hadi Shirazi)

Hadi Shirazi reported that he would like to set up a committee to manage outreach. Cindy Burch nominated Tim Kerns to assist with outreach as co-chair. Hadi suggested that we discuss this more at our January meeting.

7. Web Site (TSASS Staff)

Kellee Holcomb reported that she has been working on ATSIP.org to update with the new Board Members. She is using existing bios and asked if people could send updates to her. She also needs to add the 2017 class and asked for Cindy to send her the list. For the Forum, we are still missing many bios. She can copy from prior years' forums but it would be better to get up to date information. Cindy said she will check with Tim and see if we can send out a request. We are still missing a few presentations—not many. The vendor contact information is mostly complete, but still being updated.

8. 2<sup>nd</sup> Vice President's Report: Allen Parrish

Rhonda Stricklin reported that they are working on a theme: thinking about autonomous vehicles and how that relates to Traffic Records. They are thinking about getting at least one keynote speaker to address these issues. It sounds like NHTSA would be interested and be able to talk about the topic in 2015.

Rhonda asked what they need to have in time for the January Board meeting. Cindy asked if there will be a program committee and setting up regular committee calls.

Rhonda asked for ideas on vendors they could reach out to.

Bob Scopatz asked for a stack of Save-The-Date cards for TRB.

Barbara DeLucia asked about the length of time between the 2015 and 2016 forums. Cindy said we will spend time in the January meeting discussing this. Barb suggested we could at least talk about both meetings to the vendors. Cindy said that we want to encourage them to do both meetings, and don't want to draw away from either of the meetings.

9. New Business :

a. Board vacancy/nomination

Cindy Burch said that we have a vacancy to fill Allen Parrish's spot due to his promotion to the Officer ranks. Also, Joanna Reed has resigned due to changes in her duties.

Cindy nominated Bob Rasmussen to come back onto the Board to complete the last year of Allen Parrish's spot on the Board.

Cindy asked for a voice vote to approve Bob Rasmussen to fill that vacancy on the Board. The voice vote was in favor, and Bob Rasmussen accepted the position.

To fill the vacancy for the Joanna Reed position, Cindy said that Joe McCarthy had been put forward and Bob Scopatz also suggested Bernardo Kleiner as another potential member. Cindy said that she will reach out to Joe to assess his interest.

b. Dues Policy

Jim Davis sent a policy statement revision for the group membership dues. His suggestion was to cut the affiliate dues amount to \$100, \$200, and \$500 for affiliate member; supporting, and sponsoring; and then increase the number of memberships that are provided at each level. The hope was to keep a balance between income and giving the group members a good deal.

Cindy asked if Jim had received any feedback and he said he has not. She said that we should review and vote in January.

On October 27, Ida Williams (Fellow) sent the following comment upon review of the Draft Meeting Minutes from the October 26, 2014 Executive Board Meeting:

*Although I am no longer a voting Board Member, but as a Fellow, it appears that Jim suggestion as he says will really make no significant change in the current dues policy. However, having a breakdown of the various memberships and how many paid dues, over the past three years would probably help to make a more informed choice before any changes are made. Just a thought.*

c. Discussion on January 2015 ATSIP Board meeting at TRB, Washington D.C.

Cindy reported that our next meeting is at the Marriott Marquis, Room Liberty (O) M4. The room is reserved from 9 – 5:30. We will begin at 9:30 AM.

d. TSASS contract

TSASS proposal to extend the current calendar year's contract to cover work planned through the end of year. The cost will be approximately \$15,000. Barb asked if this is for work they have already done or what they have left to do this year. Bob Rasmussen said that at the beginning of 2014, we entered a contract based on anticipated work. We had decreased our usual amount from \$50,000 to \$31,000, but also increased the amount of work for Kellee beyond what was

included in the 2014 contract. The increase will cover Kellee's hours and it will not go above what we've spent for their support in prior years.

**MOTION**

**Bob Rasmussen moved to approve \$15,000 to continue the TSASS contract through the end of the year.**

**Tim Kerns seconded**

**MOTION APPROVED**

e. Articles of Incorporation Amendments

Jim Davis said that the members have the option of voting to allow the Board to amend the articles as needed. He suggested that instead of asking the membership to vote on actual changes, perhaps we should ask them to delegate that authority to the Executive Board.

Jim said that we would still need a vote of the membership but that would be a one-time thing. Cindy said that we will discuss this more completely in January.

Bob Rasmussen asked if this can be one vote in perpetuity or does it have to be a new vote every time we want to change the Articles. Jim said it is a one-time vote. The membership can revoke that authority with a future vote.

Ralph Zimmer said that we would have to amend the articles to add a permanent change to the process of changing the articles. Jim Davis said that the process is set in Minnesota statute and it does say that the membership can give the Board blanket approval to amend the Articles as needed for all time.

**10. Next meeting January 10<sup>th</sup>, 2015 at 9:30 AM at TRB**

11. Adjourn

**MOTION**

**Bob Rasmussen moved to adjourn**

**Bob Scopatz seconded**

**MOTION APPROVED**

Submitted as Draft for Review 11/19/2014 by Robert Scopatz, Secretary

As corrected based on comments received through 12/16/2014.

Submitted as Draft for Approval on 12/16/2014 by Robert Scopatz, Secretary

Approved by a vote of the Executive Board on 01/10/2015