



ATSIP Executive Board Meeting
Via Teleconference

December 16, 2015 at 11 AM PDT, 12 PM MDT, 1 PM CDT, 2 PM EDT

ATTENDANCE:

Tim Kerns, Maryland, President, university researcher
Cynthia Burch, Maryland, Past President, university researcher
Allen Parrish, Alabama, 1st Vice President, university researcher
Chris Corea, Maryland, 2nd Vice President
Bob Scopatz, Minnesota, Secretary, consultant
Shane Bates, (absent) Kentucky, State Law Enforcement
Kathleen Haney, Minnesota, State DPS
Cory Hutchinson, Louisiana, university researcher
Juliet Little, (absent) Connecticut, State DOT
Joe McCarthy, (absent) Colorado, consultant
Chris Osbourn, (absent) Tennessee, Department of Safety and Homeland Security
Rhonda Stricklin, Alabama, university researcher
Eric Tang, Virginia, consultant

Non-voting attendees:

Ralph Zimmer, Co-Parliamentarian, Montana
Jim Davis, Co-Parliamentarian, New Mexico
Bob Rasmussen, Virginia, Treasurer, State DOT
Kellee Fillinger, TSASS
Jill Hall, TSASS
Luke Johnson, NHTSA
Bob Pollack, FHWA
Ida Williams, Maryland State Police

1. Call to Order, Attendance/Quorum, Introduction

Bob Scopatz announced a quorum at 2:08 PM Eastern time
Tim Kerns called the meeting to order at 2:08 PM

Tim announced that Ralph Zimmer and Jim Davis have agreed to continue as Co-Parliamentarians. Bob Rasmussen has agreed to continue to serve as Treasurer.

2. Approval of Minutes from October 25th, 2015 Executive Board Meeting

MOTION

Cindy Burch moved to approve the minutes of the October 25th, 2015 Executive Board Meeting based on the November 12th revision of the minutes.

Kathleen Haney seconded.

Motion Approved

3. Past President's Report: Cynthia Burch

48 [NOTE: There is a vacancy in the Executive Board Class of 2016 due to the election of
49 Chris Corea as Second Vice President]

50 Cindy Burch said she has heard from a few people interested in joining the board. Please
51 let her know of anyone else that we might know of. She will then begin putting together a
52 ballot. The next vote will take place at the Traffic Records Forum in Baltimore. The
53 executive board needs to set the date for the election. Tim will do so in January, 2016.
54 Jim Davis reminded us that there are lead-times specified. Cindy said she will set the
55 schedule up to make sure the process follows the Constitution.

56 4. **1st Vice President's Report: Allen Parish**

57 No report.

58 5. **Treasurer's Report: Bob Rasmussen**

59 Bob Rasmussen presented October and November month-end statements. A copy of the
60 Treasurer's report is appended to the members' copy of these minutes. We gained money
61 in both months. There are some expenses that will be registered once the checks (already
62 distributed) are cashed. Bob anticipates final numbers for the Forum will be available by
63 the end of December.

64

65 **MOTION**

66 **Bob Scopatz moved to accept the October and November, 2015 Treasurer's**

67 **Reports as submitted**

68 **Kathleen Haney seconded**

69 **Motion Approved**

70

71 6. **Liaison Reports:**

72 Liaison organizations are Federal Motor Carrier Safety Administration (FMCSA); Federal
73 Highway Administration (FHWA); National Highway Traffic Safety Administration (NHTSA);
74 Transportation Research Board (TRB); and Governors' Highway Safety Association (GHSA):
75

76 NHTSA: Luke Johnson said that the FARS numbers are out for 2014. NHTSA has provided
77 ATSIP with an RFP for updating ANSI D16 and for the support of the Forum. There is money
78 available for the D16 now. [NOTE: ANSI is the American National Standards Institute, and
79 D-16.1 is the standard defining accident (crash) events and data].

80

81 He said that the new reauthorizing legislation appears to have no big surprises, but there will be a
82 more complete overview later once the Department's legal staff has completed their review.

83

84 FHWA: Bob Pollack said that on December 4th the Transportation Act passed and covers five
85 years of funding. They anticipate increases in the Federal Aid program. Specifics will follow once
86 the Department has finished its review.

87

88 7. **Committee Reports:**

89 Membership (Bob Rasmussen)

90 We received a Member application from Rokosu Taiwo Afolabi of the Lagos State
91 Traffic Management Authority in Nigeria.

92

93 **Motion**

94 **Cindy Burch moved to approve Rokosu Taiwo Afolabi at the Member level**

95 **Rhonda Stricklin seconded.**
96 **Motion Approved**

97

98 Outreach (Hadi Shirazi/Tim Kerns)

99 Hadi Shirazi said that he spoke with some local roads safety program representatives to
100 try to get them involved and to come to the Forum. Their response was that they didn't
101 understand what they need to achieve data-wise and what requirements affect them. They
102 have a meeting on Tuesday during TRB if someone from the Executive Board can go
103 meet with them and explain what ATSIP can do.

104

105 Bob Scopatz said he could possibly attend the meeting during TRB, but would need to
106 know the schedule.

107

108 **8. 2nd Vice President's Report: Chris Corea**

109 Chris reported that he has started preparing for the Forum in Baltimore. An individual
110 from Mobisoft has talked to him about their exhibiting needs (including a 30' x 30'
111 exhibit space). We may not be able to accommodate their requests at the conference
112 facility. That prompted a discussion of the sponsorship and vendor applications. Rhonda
113 Stricklin has given Chris some thoughts on alternatives.

114

115 Mobisoft is releasing a cell-phone based self-reporting crash notification system. This is
116 in partnership with Samsung. Mobisoft also has software that officers to use drones to
117 assist with crash scene photography. They want to bring two wrecked vehicles and show
118 off the drone capability in the exhibit area at the Forum.

119

120 The theme for Baltimore will be "Making Traffic Matter". Cindy said she met with the
121 conference coordinator once and they can have further meetings and contacts. Ida
122 Williams asked if having the drone in the exhibit hall would require us to have additional
123 insurance. Chris will speak with Mobisoft about the issue and find out what we can
124 accommodate. Chris said they will discuss an outdoor exhibit. Freight elevator limitations
125 preclude getting the wrecked vehicles to our assigned exhibit space inside the building.

126

127 Cory Hutchinson said that whenever Chris is ready to start meeting on vendor issues, to
128 give him a call.

129

130 **9. TSASS Update**

131 Kellee Fillinger reported that they are still putting presentations from the Forum on the
132 website. There are still a handful missing and she's followed up with the presenters. She
133 also sent an email to all board members asking for updated bio information, but there are
134 still some missing. Rhonda Stricklin said that we have photos for each board member.
135 Kellee is working with Bob Rasmussen to reconcile payments from folks who attended
136 and have not paid yet – down to five or fewer.

137

138 Bob Rasmussen asked Jill Hall if there is a proposal coming from TSASS for ATSIP
139 support. Jill said that they will try to send the proposal out prior to the January Executive
140 Board meeting.

141

142 **10. Old Business**

143 ANSI D16 update. [NOTE: ANSI is the American National Standards Institute, and D-
144 16.1 is the standard defining accident (crash) events and data]. The RFP is in our hands.
145 It is due January 4th. Under the current NHTSA grant, we have support and funding for
146 the 2016 Forum. The new contract is set up so that 2016 would be used for ANSI D-16.1
147 support and then the remaining four years would be for Forum Support. We are planning
148 to respond based on our information on the ANSI standard process for the first part, and
149 then use language from the existing contract for the Forum Support.

150 Cindy asked if Tim will set up a sub-committee to handle the ANSI update. Tim said that
151 we will address that as we write the proposal, but that he envisions having a committee
152 dedicated to this. We are also expecting information on the copyright before the January
153 meeting.

154 **11. New Business**

155
156 Tim Kerns appointed Bob Rasmussen as Treasurer. He asked for a motion for the Board
157 to approve.
158

159 **MOTION**

160 **Cindy Burch moved to approve the appointment of Bob Rasmussen as Treasurer.**

161 **Bob Scopatz seconded.**

162 **Motion Approved**

163

164 There is a board position open. Tim said he has been approached by several people
165 interested in filling the vacancy. He said we will likely take all of those names and add
166 them to the slate of candidates for next year. This is an 8-month appointment to fill the
167 vacancy in the Class of 2016 created when Chris Corea became the 2nd Vice President.
168

169 We are going to review and revise the fee structure for vendors. Please send comments
170 before we meet in January.
171

172 Rhonda Stricklin said that one of the sponsors has asked for email addresses of the
173 attendees in order to send a thank you to people. They have the list of names, but a list of
174 emails addresses would be needed. They asked, as a fall back, if ATSIP could send a
175 thank you on their behalf. Also, we can revisit the policy of not giving
176 sponsors/exhibitors the email list. Tim said that we can send the letter on their behalf. We
177 will review the policy on giving out email addresses at our January meeting.
178

179 Ida Williams asked if we would be letting attendees know that their email address might
180 be given to sponsors/exhibitors? Rhonda said that it would make sense to let attendees
181 know what will be done with their information, and we would want to include an opt-out
182 option. Any emails we send must have an “unsubscribe” option.
183

184 **12. Next meeting January 9, 2016 (in person at TRB) at 9:30 AM.**

185 This will be in the DC Convention Center. Room 142.

186 **13. Adjourn**

187 **MOTION**

188 **Eric Tang moved to adjourn**
189 **Bob Scopatz seconded**
190 **Motion Approved**

191
192 Meeting adjourned at 2:59 PM Eastern.

193
194 Submitted 12/16/2015 as Draft for Review by Robert A. Scopatz, Secretary
195 Submitted as Draft for Approval reflecting changes submitted as of 12/28/2015.
196 Approved by a vote of the Executive Board on 01/09/2016