

49 report is appended to the members' copy of these minutes. We have received and paid all
50 the bills from the 2015 Forum. We ended with a positive balance. On the operating side,
51 we increased the balance over the year. On the Forum side, we increased the balance as
52 well.

53
54 Bob Rasmussen provided a summary of income and costs for the 2015 Forum. The event
55 produced income (without USDOT contribution) of \$151,498.75 and expenses of
56 \$107,055.56. The event in isolation produced \$44,443.19. This money goes partly to
57 offset IT expenses, cell phone costs, mail chimp costs, etc.

58
59 **MOTION**
60 **Bob Scopatz moved to accept the December, 2015 Treasurer's Reports as submitted**
61 **Chris Osbourn seconded**
62 **Motion Approved**

63
64 5. **Immediate Past President's Report: Cynthia Burch**
65 Cindy Burch said that Joe McCarthy, Eric Tang, and Kathleen Haney have agreed to
66 serve on the nominations committee

67
68 **MOTION**
69 **Cindy Burch moved that we accept the nomination committee personnel**
70 **Chris Corea seconded**
71 **Motion Approved**

72
73 **MOTION**
74 **Cindy Burch moved that the annual announcement of election results is set for**
75 **Tuesday August 9th at the ATSIP General meeting during the Traffic Records**
76 **Forum in Baltimore.**
77 **Bob Scopatz seconded**
78 **Motion Approved**

79
80 **MOTION**
81 **Cindy Burch moved that we replace Eric Tang with Juliet Little on the Nominations**
82 **Committee. This was to correct the earlier motion.**
83 **Eric Tang Seconded**
84 **Motion Carried**

85
86 6. **Liaison Reports:**
87 Liaison organizations are Federal Motor Carrier Safety Administration (FMCSA); Federal
88 Highway Administration (FHWA); National Highway Traffic Safety Administration (NHTSA);
89 Transportation Research Board (TRB); and Governors' Highway Safety Association (GHSA):

90
91 **NHTSA:** Luke Johnson said that NHTSA is working on updating the IFR for section 402 and
92 405 to match the new FAST Act. The guidance on 405c is being rewritten. The Crash Reporting
93 Sampling System (CRSS – replacing NASS GES and CDS) is still rolling out, and thank you for
94 the States that are involved with that. Assessments are about 2/3 to 3/4 of the way through the 2017
95 assessments. There was some concern from the States, and the NHTSA Administrator has been
96 briefed. 2018 is being scheduled.

97
98 Automated vehicle technology continues to be a focus area and thanks for including that in the
99 TR Forum.

100
101 The Crash Data Improvement Program (CDIP) is ready for piloting. Please let us know if you are
102 interested in being a pilot state.

103
104 GO Teams are targeted assistance, and are available now.

105
106 Model Minimum Uniform Crash Criteria (MMUCC) Mapping is available to states – there is
107 money now to do them.

108
109 NHTSA is working with one or two-year money. They need states to really come forward and let
110 them know quickly if you want any of these efforts.

111
112 The DOT TRCC Effectiveness session is Tuesday 10-12 here at TRB. There will also be webinar
113 February 18th as well.

114
115 Allen Parish said that there was a lot of interest from the people in the audience at the TR Forum
116 plenary sessions regarding autonomous vehicles. He said that it'd be great to have a continuing
117 opportunity to keep up with this issue by perhaps setting up a committee or special interest group.
118 Eric Tang suggested that we run a session at the August Forum and use that as a recruiting tool to
119 find people to become members of that special interest group. Allen will coordinate a session for
120 the August Forum.

121
122 **FHWA:** Bob Pollack said that with the passage of the Fixing America's Surface Transportation
123 (FAST) Act, FHWA is examining the new legislation to determine if changes need to be made to
124 the existing NPRM for MAP-21 One of the programs that is coming up is the TRCC Noteworthy
125 Practices meeting during TRB. There are two pilot states (Kansas and Washington State) for data
126 management improvement project. There are several local data integration pilot studies going on:
127 Navajo DOT, Rhode Island DOT, Arizona DOT, and Indiana Local Technical Assistance
128 Program (LTAP), plus two work-plan-only states (the Tribal Technic Assistance Program
129 [TTAP] in Montana and one more TBD). Technical assistance is still ongoing, as are the
130 Roadway Data Improvement Program (RDIP), the roadway data extraction (in tool development,
131 soon to be tested), and the data and analysis technical assistance program.

132
133 7. **IT Support:** Kelly Craft provided web analytics for the two websites. We are trying to
134 wrap up the 2015 Forum site and are missing only 5 presentations. Bob Scopatz said that
135 the presentation archive is incredibly useful.

136
137 8. **Presentation and discussion of 2016 ATSIP Budget**
138 Bob Rasmussen said that he anticipates that income and expenses will be roughly the
139 same in 2016 as they have been. Increased dues may come from efforts to increase
140 membership, but that needs to be deferred until it actually happens.

141
142 9. **New Business Part I:**

143
144 **a) Board Vacancy/Nomination**
145 This is to fill the vacancy in the 2017 class created when Chris Corea was elected to the
146 2nd Vice President position. Tim Kerns nominated Patrick Dolan to fill that vacancy for

147 the remainder of the service year.

148

149 **MOTION**

150 **Chris Osbourn moved to accept Patrick Dolan to fill the vacancy.**

151 **Bob Scopatz seconded**

152 **Motion Approved**

153

154

155 **10. 2nd Vice President's Report, Chris Corea**

156 Chris Corea said that he is working on the theme and logo. The theme is Making Traffic
157 Matter. He envisions workshops, roundtables, and impact activities (police and EMS).

158 The logo shows the cycle of Police, EMS, and Roadway.

159

160 Chris said that he spoke with one of the sponsors who said that they didn't get the emails
161 of the people in attendance and that really makes them think it wasn't worth coming
162 again. Chris told them that the board is reviewing this and we'll get back to them. The
163 other concern was that there weren't enough networking opportunities. Chris has looked
164 at how other conferences manage this and is thinking through the ideas and is in
165 communication with the hotel as well to see if there is a way to add some of the features
166 that the vendors have asked for (floor stickers, etc.).

167

168 The group discussed opt-in and opt-out check boxes on the registration to allow attendees
169 to have their contact information shared with or withheld from other attendees and the
170 sponsors/vendors. In any event, all such emails from the vendors must have an
171 "unsubscribe" option. We can give the premium sponsors some special consideration
172 such as early access to the email list and a free email blast from ATSIP listing the
173 vendor(s).

174

175 Ralph Zimmer suggested that we distribute contact information of attendees to all
176 registered attendees. Rhonda Stricklin said it's nice to have a printed pre-registration list
177 in the conference bags and a searchable list in the app. Rhonda Stricklin also said that one
178 of the vendors missed our preliminary contact email blasts because they were new this
179 year and weren't on last year's list. We need to have a way to get them onto the contact
180 list immediately upon registration. They get on the list as vendors as soon as they
181 register. The one in question registered very late and so didn't get the info.

182

183 **MOTION**

184 **Cindy Burch moved that we make registration contact information (name, title,
185 agency, State, and email address) available to attendees and vendors with an opt-out
186 selection available during registration.**

187 **Rhonda Stricklin seconded.**

188 **Motion Approved**

189

190 Bob Scopatz reported that last March the ATSIP Executive Board voted to approve the
191 pricing for the various sponsorship levels. The group discussed that the Executive Board
192 can just empower the committee rather than vote on the sponsorship costs and other
193 details.

194

195 The consensus of the ATSIP Executive Board was that the 2016 Traffic Records Forum
196 Planning Committee can set rates and make other decisions related to securing vendor
197 sponsorship and involvement and report back to the Executive Board.

198
199 Chris Osbourn asked if the logos are proposed or if they are all three going to be used.
200 Chris said that the versions were all under discussion, and we will probably have the logo
201 separate from the wording of “Traffic Records Forum 2016”. The number annual TR
202 Forum will appear somewhere nearby on the page as well so the logo can stand alone.
203

204 Tim said that we need to get proposals out as soon as possible.

205
206 Anyone interested in helping with the Forum Planning should send an email to Chris.

207

208 11. New Business Part II

209

210 a) IT Proposal: Jill Hall and Kellee Craft

211 Jill thanked the Executive Board for the support over the past year, especially with Dick
212 Paddock’s passing. TSASS supported ATSIP with web and system support over the year.
213 Some of the things that TSASS can help with membership, marketing, and promoting
214 ATSIP on a larger scale. She looked at what has been done versus the budgeted and
215 thinks that there will be about \$15,000 left over from the original budget. If ATSIP
216 implements the option year, there would be an additional \$15,000 that could be allocated
217 to other work. Jill suggested that they could add more robust reporting to allow us to look
218 at where attendees are coming from, what the tendencies are for timing of registration.

219

220 They plan to open registrations in March this year.

221

222 Proposing to add support for outside activities signup. They would set up registration as
223 well as a link to descriptions.

224

225 The registration system will change to require completion of required information. They
226 will also add opt-out for sharing contact information of each registrant. They will put a
227 calendar out on the website as well.

228

229 Project management system: It could be used for the American National Standards
230 Institute (ANSI) D16 project and for planning the Forum. It can be color coded with
231 urgency of timelines. It can generate emails to remind people of deadlines. Could set it up
232 to have an ATSIP person responsible for maintaining the project details or TSASS could
233 serve that role if asked.

234

235 The discussion forum is robust, but they may need to upgrade it to help support the
236 discussions related to the ANSI D16.

237

238 They are suggesting a built-in email blast feature, however, the mail chimp utility isn’t
239 really a limitation except that it doesn’t allow attachments. We are looking at an
240 application that we could use attachments. It also allows us to set up groups.

241

242 The total is about \$82,000 for the entire proposal.

243
244 Allen Parish suggested that there's no debate over the base services, so he suggested that
245 we focus on the optional work. The group consensus was that we do not wish to revisit
246 the base services at this time. He said that he would like time to review the proposals for
247 the additional work. He asked if we could start with the base and then revisit the add-ons
248 after the group has had time to reflect. Bob Rasmussen said that the base year agreement
249 needs to be agreed upon by January 15th and finalized by the end of the month. The
250 optional tasks can be decided upon later. We can accept the base now and TSASS will
251 provide us with a formal agreement.

252
253 Allen said that he thinks that the ANSI D16 effort will drive some of the needs, as will
254 TR Forum support. He suggested that those discussions should be worked through
255 separately. Jill Hall suggested that TSASS host webinars to go through the options.

256
257 Chris Osbourn suggested that Task 5 (the Discussion Board) is a useful membership
258 recruitment tool. Bob Rasmussen said that if it's going to be important and people will
259 use it with relation to the ANSI D16 project, we may want to do this option immediately.
260 However, Bob said that we have to remember that the price is about what we have in
261 income. Allen Parish said that we may wish to consider a larger social media presence as
262 well. We may be able to incorporate Linked In discussion groups. We aren't taking good
263 advantage of networking now. He said that this discussion forum in particular needs to be
264 convenient and easy to find. Perhaps it should be findable through social media or even
265 take place using those platforms.

266
267 Luke Johnson said that DOT's experience in building communities of practice is that they
268 are only valuable if they are moderated. There are some off the shelf things that would be
269 useful.

270
271 Hadi Shirazi asked about the unused hours. Kellee Craft said that there were many
272 administrative hours left.

273
274 **MOTION:**
275 **Bob Scopatz moved that we approve Option Year 1 Base Services to cover**
276 **Administrative and Systems Support by TSASS for \$60,000 through January 31,**
277 **2017.**
278 **Cindy Burch seconded.**
279 **Motion Approved.**

280
281 TSASS will send an invoice showing the base year and the remaining proposed tasks as
282 options. Allen Parish suggested that TSASS also provide an as-needed flexible use
283 optional task with a specific hourly cost.

284
285 Bob Rasmussen added that we may still want to consider having a compendium of papers
286 that we could share as a reference library and links page.

287
288 **12. Committee Reports:**

289 Membership (Bob Rasmussen)
290 We received a Member application from Ademosu Akintunde Moses of the Lagos State

291 Traffic Management Authority in Nigeria.

292

293 **Motion**

294 **Cindy Burch moved to approve Ademosu Akintunde Moses at the Member level**

295 **Allen Parish seconded.**

296 **Motion Approved**

297 Bob said that he has had a bit of difficulty finding ways to help the non-US individuals
298 pay for the membership.

299 Outreach (Hadi Shirazi/Tim Kerns)

300 Hadi Shirazi said that the local roads LTAP meeting in conjunction with TRB has already
301 taken place. Hadi spoke with John Milton and John suggested that we look at including
302 an explicit local road component of the TR Forum and that would help recruit
303 participants. Bob Pollack said that FHWA has been working over the years to build up a
304 constituency for this. He said that they would be interested in supporting a session like
305 that.

306

307 Bob Scopatz will organize the session with involvement by Hadi Shirazi and Bob
308 Pollack. He will coordinate with Chris Corea and work with the Maryland Board
309 members to identify potential participants from the local area.

310

311

312

313 **13. Old Business**

314 ANSI D16 – Deb Trombley said that NSC is going through their lawyers to provide us
315 with clear ownership of the standard. There is the possibility support for the ANSI D16
316 update through our contract with NHTSA and ATSIP submitted a proposal on January 4,
317 2016. In discussions with Luke Johnson, we do want to maintain an ANSI D16
318 certification. We will bring on a program manager, put together a panel of 25 people, and
319 work through the next year to bring the standard up to date.

320

321 Luke Johnson said that the hope is that contracts would like to have this awarded next
322 week. Questions from NHTSA will come to us this week...they need some information
323 from ANSI that we will have to supply. They also want us to identify the panel members
324 and program manager. We'll need a letter of commitment and CV for the program
325 manager and examples for the panel members.

326

327 Cindy Burch said that we should require ATSIP membership to serve on the ANSI D16
328 panel. Bob Scopatz suggested that we just ask ANSI if they have any concerns about that.
329 Luke said that NHTSA's only concerns are that ANSI is happy and that the panel and
330 public commentary is representative of the stakeholder community.

331

332 ANSI D16 committee will

333 **14. New Business Part III:**

334

335 **a) Committee Assignments (Best Practices, IT, Membership, Outreach, Awards,**
336 **Strategic Plan, Standard Setting)**

337 Tim Kerns made the following assignments:

338 Best Practices: Cory Hutchinson will handle Best Practices
339 IT: Allen Parish
340 Membership: Bob Rasmussen
341 Outreach: Hadi Shirazi
342 Awards: Eric Tang will handle the Scott Falb, Distinguished Achievement, and Emeritus
343 awards
344 Strategic Plan: Cindy Burch
345 Standard Setting: Allen Parish
346 Policy Committee: Tim will ask Kathleen Haney to continue as chair

347
348 **b) Forum 2017**

349 The Forum will be in New Orleans in the first week of August, 2017. The venue is set up
350 already.

351
352 **c) Forum 2018**

353 Cindy Burch said that Dan Crane from Helms Briscoe said that there has been interest
354 from Nashville, but that prices were high. He will go back and review. Chicago,
355 Indianapolis, and cities in Ohio may be options. Preferably go to a State where the
356 highway safety office will welcome the Forum and support the Forum.
357 We may discuss this with Florida DOT as well.

358
359 **d) We did a small room block for 2016.** We expect increased involvement from Federal
360 partners, but they will not be allowed to spend the night. However, we do have some
361 courtesy blocks in other hotels in the Inner Harbor if additional rooms are needed, but we
362 aren't committed to them.

363
364 **15. Good of the Association:**

365 Rhonda Stricklin reviewed the survey results from the 2015 Forum. There were few
366 complaints about the place and venue, but overall, the highlight was overwhelming
367 positive acceptance of the autonomous vehicle topic. Many responses came in over the
368 app this year.

369
370 Rhonda also said that the food estimation is a big deal for the budgeting process. Try to
371 get the estimated count from the hotel registrations and try not to over-buy on the meals
372 as that is where costs can really go up.

373
374 **16. Next meeting February 17, 2016 via conference call 1:00 PM Central.**

375
376 **17. Adjourn**

377 **MOTION**

378 **Bob Scopatz moved to adjourn**

379 **Eric Tang seconded**

380 **Motion Approved**

381
382 Meeting adjourned at 12:39 Eastern time.



- 385 Submitted as Draft for Approval reflecting changes through 2/11/2016
- 386 Approved by a vote of the Executive Board 2/17/2016