



ATSIP Executive Board Meeting

February 17, 2016 at 2:00pm EST, 1 PM Central, 12 PM Mountain, 11 AM Pacific

**ATTENDANCE:**

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

Non-voting attendees:

- Ralph Zimmer, Co-Parliamentarian, Montana
- Bob Rasmussen, Virginia, Treasurer, State DOT
- Kellee Craft, TSASS
- Luke Johnson, NHTSA
- Bob Pollack, FHWA
- Steve Lavrenz, ITE

1. Call to Order, Attendance/Quorum, Introduction  
 Bob Scopatz declared a quorum at 2:05 Eastern time.  
 Tim Kerns called the meeting to order at 2:05 PM EST.
2. Approval of Minutes from January 9, 2016 Executive Board Meeting

**MOTION**

**Cynthia Burch moved to approve the minutes of the January 9, 2016 Executive Board Meeting based on the February 11, 2016 revision of the minutes.**

**Juliet Little seconded.**

**Motion Approved**

3. Immediate Past President’s Report: Cindy Burch  
 Cindy Burch said that she has received expressions of interest from individuals wanting to be listed on the ballot for the Executive Board. She will send information to the nominating committee.
4. 1<sup>st</sup> Vice President’s Report: Allen Parrish  
 No report.

48 5. Treasurer’s Report: Bob Rasmussen  
49 Bob Rasmussen reported that January was a slow month. There was zero income and a  
50 small number of expenses—this completes all expenses for 2015. We have received all  
51 but two payments for the 2015 Forum Registration. Also collected \$175 in dues that will  
52 be credited in February. A copy of the Treasurer’s Report is appended to the member’s  
53 copy of these minutes. Cindy Burch asked what we can do when someone doesn’t pay  
54 their registration fee. Bob said that we follow up via email and send an invoice for their  
55 convenience. Cindy asked if we can require them to pay up front for the Forum in the  
56 following years. Bob said we can do that.

57  
58 **MOTION**  
59 **Bob Scopatz moved to accept the January, 2016 Treasurer’s Reports as submitted**  
60 **Kathleen Haney seconded.**  
61 **Motion Approved**  
62

63 Bob Rasmussen said that Ralph Zimmer urged him to forward the application for  
64 bonding ATSIP. Our existing insurance broker is going to submit up to four price quotes  
65 for that. We should have something for the Board to consider in March.

66  
67 6. Liaison Reports:

68 FMCSA: FHWA: NHTSA: TRB: GHSA:

69  
70 FHWA: Bob Pollack said that the MIRE Reassessment process has been briefed within FHWA  
71 and to outside organizations. They have received valuable feedback and plan to move forward  
72 with MIRE 2.0 sometime between late summer and the end of the calendar year.

73  
74 Rulemaking is proceeding within FHWA.  
75

76 NHTSA: Luke Johnson said that the ROPD partner summits are taking place. They are about 1/3  
77 completed. The MMUCC review internally in DOT is proceeding and will go to GHSA to start  
78 the full process to update the MMUCC. ANSI D-16.1 contract should be award soon (possibly  
79 today). The PY18 Traffic Records Assessments are all scheduled. The PY17 assessments are  
80 proceeding well.

81  
82 Juliet Little asked if GO Team assistance can be focused on EMS data. Luke said he would be  
83 happy to speak with Juliet and Charlene (Regional office) about it.

84  
85 ITE: Steve Lavrenz said that he is here just to learn more about ATSIP. He is new to ITE. He is a  
86 technical program specialist and is also with the National Operations Center of Excellence. Tim  
87 Kerns welcomed him and said that we are happy to have him present today.

88  
89 Kathleen Haney suggested that we reach out to GHSA again to see if we can get a liaison  
90 named and have that person participate in the future.

91  
92 7. 2<sup>nd</sup> Vice President’s Report: Chris Corea  
93 Tim Kerns said that Chris Corea supplied an update and he’d sent it out with the reminder  
94 email for today’s meeting.

95 8. Committee Reports:



- 142 c. IT proposal update  
143 Allen Parrish said we had an IT subcommittee meeting with TSASS regarding  
144 their proposal items 1-6 that were deferred at the last meeting. This meeting was  
145 set up to allow us to make a recommendation to the Board about which items to  
146 move forward with at this time. We reached a verbal consensus to recommend the  
147 following:  
148 Option 1: Statistical reporting from the registration system.  
149 Option 2: Add-on to the registration to allow for additional functionality and  
150 registrations for meals, etc.  
151 Option 6: Replacement for Mail Chimp

152  
153 Combined cost is \$8,757.10  
154

155 **MOTION**

156 **Allen Parrish moved that we accept the recommended options (1, 2, and 6)**  
157 **from the TSASS proposal at a cost of \$8,757.10.**

158 **Bob Scopatz seconded.**

159 **Motion Approved**

160 The committee recommended deferral on the calendaring and bulletin board.

161  
162 Bob Rasmussen asked Kellee to send us a revised proposal to reflect the selected  
163 options so we can record that.

164 10. New Business

- 165 a. Forum 2017: Corey Hutchinson said that we are still trying to reach out to the  
166 hotel and they said it's still too far in advance for their scheduling. Chris Corea  
167 told Corey that he would like to have a promotional night/event at each year's  
168 forum for the following year's event. Tim said that Chris will have prices for us to  
169 consider at the next meeting. We may be able to get funding. We also may be able  
170 to get hospitality suites.

- 171  
172 b. Forum 2018: We need to identify at least two states that might be interested in  
173 hosting the 2018 Forum. We plan to consider Tennessee (potentially Nashville)  
174 and perhaps Connecticut. Other possibilities are Michigan and Colorado.  
175 Kathleen Haney said she would check with Wisconsin.

176 11. Good of the Association:

177 No discussion.

178 **13: Next meeting March 16, 2016 (Teleconference Call) at 2 PM Eastern, 1 PM Central,**  
179 **Noon Mountain, and 11 AM Pacific.**

180 12. Adjourn

181 **MOTION**

182 **Kathleen Haney moved to adjourn**

183 **Juliet Little seconded**

184 **Motion Approved**

185  
186 Meeting adjourned at 2:54 PM Eastern time.  
187



- 188 Submitted 2/17 2016 as Draft for Review by Robert A. Scopatz, Secretary
- 189 Submitted 3/15/2016 as Draft for Approval, reflecting all changes submitted up to 3/15/2016.
- 190 Approved by a vote of the Executive Board on 3/16/2016