



ATSIP Executive Board Meeting

May 18, 2016 at 2:00pm EST, 1 PM Central, 12 PM Mountain, 11 AM Pacific

ATTENDANCE:

Tim Kerns, Maryland, President, university researcher (absent)
Cynthia Burch, Maryland, Immediate 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, Kentucky, State Law Enforcement
Kathleen Haney, Minnesota, State DPS
Cory Hutchinson, Louisiana, university researcher (absent)
Juliet Little, Connecticut, State DOT (absent)
Joe McCarthy, Colorado, consultant
Chris Osbourn, Tennessee, Department of Safety and Homeland Security
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
Bob Rasmussen, Virginia, Treasurer, State DOT
David Bozak, Consultant
Kellee Craft, TSASS
Jill Hall, TSASS
Karla Houston, Louisiana
Luke Johnson, NHTSA
Bob Pollack, FHWA
John McDonough, National Institute for Safety Research (NISR)
Joan Vecchi, TSASS
Steve Lavrenz, ITE

1. Call to Order, Attendance/Quorum, Introduction
Bob Scopatz declared a quorum at 1:04 PM.
Allen Parish presided.
Allen called the meeting to order at 1:05 PM.
2. Approval of Minutes from April 20, 2016 Executive Board Meeting
Kathleen Haney had a question about line #116: Should it start with Cory Hutchinson?
Change made.

MOTION

Cindy Burch moved to approve the minutes of the April 20, 2016 Executive Board Meeting based on the May 17, 2016 revision of the minutes and as revised in this meeting.

Kathleen Haney seconded.

Motion Approved

49 3. Immediate Past President’s Report: Cindy Burch
50 Cindy Burch sent out a slate of nominees and we had one person withdraw. Cindy has
51 received two recommendations for the slate of candidates; both are from the Central
52 Region. Cindy asked Ralph Zimmer to comment on what is best: To let the slate stand as
53 is and have the President fill the vacancy if the full slate is elected (including the one
54 person who withdrew), or should we try to cycle a new slate out and have the appropriate.
55

56 Ralph Zimmer reviewed this and said that if we do a presidential appointment, it would
57 be only for the first of the three year position. Next year’s nominating committee would
58 have to put forward a person to fill the remaining two years and that vote would have to
59 take place on next year’s ballot.
60

61 4. 1st Vice President’s Report: Allen Parrish
62 No report.
63

64 5. Treasurer’s Report: Bob Rasmussen
65 Bob Rasmussen reported on the April account balances, income and expenditures. A
66 copy of the Treasurer’s report is appended to the member’s copy of these minutes.
67

68 **MOTION**

69 **Bob Scopatz moved to accept the April 30, 2016 Treasurer’s Reports as submitted**
70 **Patrick Dolan seconded.**

71 **Motion Approved**
72

73 6. Liaison Reports:

74 FMCSA: FHWA: NHTSA: TRB: GHSA:
75

76 FHWA: Bob Pollack reported that FHWA is conducting a series of peer exchanges. Last month
77 was in CT with the New England states. Next week will see two in New Orleans, one on
78 Highway Safety Manual deployment and the other on Data Driven Decision Making in Safety.
79

80 NHTSA: Luke Johnson reported that NHTSA has completed the FAST Act IFR and it will be
81 published in the Federal Register. There are legislative changes to the grants. 405c is unchanged,
82 but there is some streamlining. Comment period is open until October 31st. The upcoming
83 application will follow the MAP21 guidance.

84 The MMUCC 5th edition comment survey is live. The D16.1 comment tool is also live. NHTSA
85 encourages everyone to engage in those efforts. The MMUCC effort is based mostly on USDOT
86 proposals plus a far-reaching survey. They are open to other suggestions and changes. The D16
87 effort is more open ended. We want to make sure MMUCC and D16 mesh together well and
88 work well into the future.

89 Luke said that the closeout for the 5 year grant for Forum Support is proceeding. The USDOT
90 forum presentations and workshops are submitted. The roundtables and town hall meetings are
91 being worked on. NHTSA Administrator Rosekind has agreed to be speaking at the kickoff.
92

93 7. 2nd Vice President’s Report: Chris Corea
94 Chris Corea said that Karla Houston needs information about the Hall decorators.

95 We have two platinum sponsors (Appriss and MobiSoft). We need to know which one
96 paid first so they can have priority in selecting a give-away. The hotel has offered two
97 hospitality suites that we can offer (for a price) to vendors.

98 The program spreadsheet is extensive. The federal partners have review the program
99 matrix. The Sunday workshops are loaded to the web page. The kickoff meeting speakers
100 are set. Registration at the hotel is going well. There's an off-site trauma center tour;
101 we're still working on a good way to have people sign up. They want to limit the total
102 number to 40 people, and the center will run multiple groups of 10. We need high
103 resolution graphics from vendors for banners.

104
105 Bob Rasmussen asked if they are going to use the Guidebook program. Cory said yes
106 there will be an updated app for this conference. We may not have to pay again because
107 we had a 1-year subscription. We need to talk to the company to see if we can add a
108 second guidebook or if the price is for one guidebook per year. Cory said he needs the
109 login ID and password for the current Guidebook. Rhonda Stricklin said she will send the
110 information.

111
112 Karla Houston asked if she should reach out to just the non-federal vendors or should she
113 touch base with the federal sponsors as well. Bob Rasmussen suggested that Karla should
114 just call Luke Johnson to see how to handle the federal sponsors.

115
116 Karla asked if the program grid is full or do they need more speakers. Cory said that there
117 are only a couple of 20-minute slots remaining. He is still in process of identifying
118 moderators. The Executive Board will see the program grid soon so Board members can
119 volunteer to moderate. Speaker letters will go out tomorrow. Everyone who submitted
120 was accepted as a speaker so people can register as speakers if they submitted a
121 presentation.

122
123 Dave Bozak asked if there can be a parking discount for local people driving to the hotel
124 daily.

125

126 8. Committee Reports:

127 Membership (Bob Rasmussen)

128 Barbara Harsha has reactivated her membership.

129

130 Bob Rasmussen said that seven applications for membership have been received. They
131 are:

- 132 • Daniel Blower, University of Michigan Transportation Research Institute
- 133 • Miles Brooks, Alaska DOT
- 134 • Ken Kolosh, National Safety Council
- 135 • Michael McDonald, Delaware State Police
- 136 • Kelly Queener, Iowa DOT/Driver Services
- 137 • Mark Thompson, Utah Highway Patrol/Highway Safety Office
- 138 • Deborah Trombley, National Safety Council

139

140 **MOTION:**
141 **Cindy Burch moved to accept all seven candidates at the Member Level**
142 **Rhonda Stricklin seconded**
143 **Motion Approved**

144
145 Four people are proposed for membership under an affiliate membership. Each has also
146 applied for full member status. These are:

- 147 • Kellee Craft, TSASS
- 148 • Jill Hall, TSASS
- 149 • Lloyd Jones, TSASS
- 150 • Tamara Paddock, TSASS

151
152 **MOTION:**
153 **Bob Scopatz moved to approve all four affiliate candidates at the Member Level**
154 **Cindy Burch seconded**
155 **Motion Approved**

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157
158 Outreach (Hadi Shirazi)
159 No report

160
161 Best Practices (Cory Hutchinson)

162 Karla Houston said that Cory has a group looking at Best Practice submissions and they
163 are narrowing those down to the top three in each category.

164
165 Awards (Eric Tang)

166 Eric Tang said that Kellee Craft has placed the updated application forms on the website.
167 They are due June 3rd. Eric asked for people to help on the committee. He intends to
168 present the final recommendations a month from now at the next board meeting.

169
170 Eric asked if there has been an email blast and is there a link on the Forum website.
171 Kellee said she can send out an email blast for this.

172
173 9. Old Business

- 174 a. ANSI D16.1 support update.
175 Joan Vecchi said that Luke’s earlier remarks were on point. She invited us to get
176 onto the discussion board now. There’s an ongoing discussion now on use of
177 “crash” versus “accident”. Jill Hall provided the links below:

178
179 How to Access the ATSIP Discussion Board

180 The discussion board can be access by going to this link:

181 <http://www.atsip.org/forum> or by clicking the discussion board link inside of the
182 ATSIP membership site: <https://members.atsip.org/apex/f?p=100>

183 The ATSIP Discussion Board Users Guide can be found here:
184 [http://www.atsip.org/forum/uploads/4/ATSIP%20Discussion%20Board%20Users](http://www.atsip.org/forum/uploads/4/ATSIP%20Discussion%20Board%20Users%20Guide.pdf)
185 [%20Guide.pdf](http://www.atsip.org/forum/uploads/4/ATSIP%20Discussion%20Board%20Users%20Guide.pdf) TSASS could also set up training if people need help using the
186 site. The invitation went out to the federal partners and to ITE.

187
188 Bob Rasmussen said that we have the application and check are ready for
189 ATSIP's application to take over the ANSI D16. ANSI also want a membership
190 application and fee. Bob wants the Officers of the Executive Board to decide what
191 to do about the membership and appropriate fee. Allen Parrish, Cindy Burch, and
192 Tim Kerns will address this tomorrow.

193
194 b. 2017 Traffic Records Forum.
195 No comments.

196 c. 2018 Traffic Records Forum
197 Bob Rasmussen said that he asked Tim Kerns to contact Dan at Helms-Briscoe to
198 set up a visit. This will be in Milwaukee. The Board previously approved sending
199 two people on the visit.

200
201 10. New Business

202 None

203

204 11. Good of the Association:

205 None

206

207 12. **Next meeting June 15, 2016 (Teleconference Call) at 2 PM Eastern, 1 PM Central,**
208 **Noon Mountain, and 11 AM Pacific.**

209

210 13. Adjourn

211 **MOTION**

212 **Bob Scopatz moved to adjourn**

213 **Joe McCarthy seconded**

214 **Motion Approved**

215

216 Meeting adjourned at 1:58 PM Central time.

217

218 Submitted 5/18/2016 as Draft for Review by Robert A. Scopatz, Secretary

219 Submitted as Draft for Approval reflecting changes received through 6/9/2016

220 Approved by a vote of the Executive Board on 6/15/2016