



ATSIP Executive Board Meeting
Via Teleconference

April 19, 2017 2:00 Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

ATTENDANCE:

Kathleen Haney: 1st Vice President, Minnesota, State DPS
Cory Hutchinson: 2nd Vice President, Louisiana, university researcher
Bob Scopatz, Minnesota, Secretary, consultant
Tim Kerns, Maryland, Immediate Past President, university researcher
Patrick Dolan, Tennessee Department of Safety and Homeland Security
Kellee Craft, Ohio, TSASS consultant
Juliet Little, Connecticut, State DOT
Rhonda Stricklin, Alabama, university researcher
Shane Bates, Kentucky, State Law Enforcement
Eric Tang, Virginia, (consultant)
Chris Osbourn, Tennessee, Department of Safety and Homeland Security

ABSENT:

Allen Parrish, President, USN Academy, university researcher
Joe McCarthy, Colorado, consultant
Sladjana Oulad Daoud, California, DMV

Non-voting attendees:

Ralph Zimmer, Co-Parliamentarian
Luke Johnson, NHTSA
Bob Rasmussen, Treasurer, VDOT (retired)
Bob Pollack, FHWA
Pete d'Oronzio
Karla Houston
Jill Hall, Ohio, TSASS consultant
Joan Vecchi, TSASS
John McDonough, NISR

1. Call to Order, Attendance/Quorum, Introduction

Bob Scopatz announced a quorum at 1:06 PM Central Time
Kathleen Haney called the meeting to order at 1:06 PM Central

2. Approval of Minutes from March 15, 2017 Executive Board Meeting

Kathleen asked for comments or corrections.

line 109: Cory “went” to the hotel
line 147: Change to March 20th meeting date

MOTION

Tim Kerns moved to approve the minutes of the March 15, 2017 Executive Board Meeting based on changes made through today’s Executive Board Meeting.

50 **Patrick Dolan seconded.**
51 **Motion Approved**

- 52
- 53 3. **Immediate Past President’s Report: Dr. Tim Kerns**
54 Tim Kerns reported that the ballot is out to the membership and he has not received any
55 requests for additions or revisions.
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- 57 4. **1st Vice President’s Report: Kathleen Haney**
58 Kathleen Haney deferred to later in the meeting.
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- 60 5. **Treasurer’s Report: Bob Rasmussen**
61 Bob Rasmussen reported on the March 2017 ATSIP and TR Forum account balances. We
62 are bringing in dues and Forum registrations. A copy of the Treasurer’s report is
63 appended to the member’s copy of these minutes.
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65 **MOTION**
66 **Bob Scopatz moved to accept the March 31, 2017 Treasurer’s Report as submitted**
67 **Juliet Little seconded.**
68 **Motion Approved**
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- 70 6. **Liaison Reports:**
71 FMCSA FHWA NHTSA TRB GHSA ITE NSC
72

73 **FHWA:**
74 Bob Pollack said that FHWA is completing its internal process for presentations/sessions for the
75 Forum. Those are going to the USDOT TRCC Executive Committee for approval and forwarding
76 to ATSIP.
77

78 For those who work in States, a memo went out through the Division Offices regarding the plans
79 to be submitted to NHTSA on July 1, 2017 regarding collection of the Fundamental Data
80 Elements (FDE) from the Model Inventory of Roadway Elements (MIRE).
81

82 **NHTSA:**
83 Luke Johnson said that they are also working through the Forum Abstracts. They will be ready
84 for forwarding to ATSIP early next week.
85

86 MMUCC 5th edition is moving forward. Hoping to be able to publish before the Forum.
87

88 There were be two MMUCC 5 sessions at the forum. There will be an overview session during
89 the Forum proper, and then a specific data element discussion concerning vehicle automation on
90 Wednesday afternoon after the Forum proper is over. The plan is to end that session mid-to late
91 afternoon. It should be done by about 3:00 PM.
92

93 **FMCSA:**
94 No report.
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- 98 7. **ANSI D16 (Jill Hall and Joan Vecchi)**
99 Joan Vecchi reported that we are waiting until 4/24 for the public comment period to end.
100 Then they will send out the materials to the Consensus Body for response within 30 days.

101 If there are no substantive changes at that point, it will be ready to submit to ANSI for
102 review and approval.

103
104 Joan said that ATSIP must have a 4-person (minimum) standards review committee
105 charged with conducting an annual review. The committee must include two board
106 members and two external people. There are minimum requirements for what the four
107 areas that must be included. Kathleen asked when the standards review subcommittee
108 must be in place. Jill Hall said that the committee must be in place to settle any concerns,
109 so in the next two-to-three months. Jill said it would be good to have the subcommittee in
110 place before the Forum. There will be another public posting and if there are objections,
111 the Standards Review Committee has to deal with those objections. The committee must
112 include at least one of each of the following types of people: data collector, database
113 manager, data user, data analyst.

114
115 **8. 2017 Forum**

116 a. **2nd Vice President’s Report: Cory Hutchinson**

117 Cory Hutchinson said that things are going smoothly. We have 12 vendor
118 sponsors. We have more in the works—hoping to have about 20 vendors all
119 together. The revenue is at about \$50,000 now and hoping to go up to \$70,000.
120 The contract for supplying electricity is in place. We have two quotes on AV for
121 the conference. We have the conference giveaway and are working on the bags
122 and lanyards. Sunday workshops are almost finalized. We only have 14 proposals
123 for sessions so far. Our deadline is May 5th. Karla is creating a handbook on
124 running the conference to hand over to the next program chair. It will include a
125 checklist. Have two luncheon speakers and looking at one more speaker for the
126 opening session.

127
128 Rhonda Stricklin said that the low number of abstracts is not unusual. It will pick
129 up soon. She asked who the exhibition support company is: Karla Houston said it
130 is Alliance Exposition Company and they are a firm that specializes in smaller
131 conferences. Cory said that they offer some very good services. We may get a
132 break on the AV charges based on a discount offered by a local firm.

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134 **9. Membership**

135 There is one new member application to vote on: Mohammed Jalayer

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137 **MOTION**

138 **Rhonda Stricklin moved to accept Mohammed Jalayer at the member level**

139 **Tim Kerns seconded.**

140 **Motion Approved**

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142 Bob Rasmussen asked Kellee Craft to send Mr. Jalayer the usual notification.
143 Kellee said yes.

144 **10. Best Practices (Chris Osbourn, Juliet Little)**

145 Chris Osbourn said that we have not received any best practices applications yet.

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147 **11. Awards (Eric Tang)**

148 Eric Tang said that he is setting a deadline to collect nomination forms by June 2nd so that
149 the Executive Board can approve the awards at the June meeting.

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12. Executive Director (Kathleen Haney)

Kathleen said that the group has been meeting weekly to refine the executive director position description. We spoke with an attorney to help us avoid pitfalls and received news that we can't hire an individual contractor to serve as our executive director. We either have to hire the person as a direct employee, or we can hire a management company. We are exploring this option with an executive management firm based in Minnesota and will get back to the board with what the options are.

Rhonda Stricklin said that it seems like we really should find out what the barriers are to hiring an individual who incorporates as an LLC versus a larger firm. Rhonda asked if the Executive Board has oversight of the Executive Director. Kathleen said yes, and the position would report to the Officers of the Executive Board.

Pete D'Oronzio posted a link to a discussion of employee versus independent contractor for non-profit companies:
<https://www.501c3.org/employee-vs-independent-contractor/>

13. Newsletter (Dave Bozak)

Dave Bozak sent an email to Kathleen. He wanted to remind us that he sent an email to the TRCC leads asking for topics and stories that could be used in the next email. He has not received any responses and asked to remind people to respond if they can.

14. TRCC

Rhonda Stricklin said that the committee has not had a webinar with the TRCC Chairs yet. She is working on a letter to send to the Chairs to invite them to participate in a teleconference. Rhonda said that she will add the newsletter to the agenda for that meeting.

15. Future Forums

a. 2018 Forum (Chris Osbourn)

No report at this time. We are working on the Save The Date cards to have them ready for the New Orleans Forum

b. 2019 Forum (Allen Parrish)

Rhonda Stricklin said that we have the input from Helms Briscoe. Originally we were looking at Seattle, Portland, and Denver, and then expanded the search when that initial list didn't come in with good choices. We are leaning towards a location in Texas. The Forum has been in Dallas and El Paso in the past. Rhonda asked if there are any concerns. Austin, San Antonio, and Fort Worth look like they have appealing possibilities. Rhonda asked if there is a set time that we need to finalize this decision. Tim Kerns said that there's not really a set time, but we try to stay about 2 years out. Bob Rasmussen agreed that we try to sign contracts about two years in advance of the event. Rhonda said she, Allen, and Tim would discuss and narrow the list to the best three hotel options and bring to the Board at the next meeting. She also said that if anyone wants to volunteer for the 2019 TRF Program Chair, email Allen to let him know you are interested in being considered.

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16. Old Business

a. GoToMeeting Account (Rhonda Stricklin)

Rhonda said she will call Bob Rasmussen to figure out how to set up the ATSIP GoToMeeting account.

Kathleen asked if we have a shared calendar. Rhonda said that there is a calendaring function with the meeting setup.

b. NHTSA regional offices are sending out a Forum Announcement (Kathleen Haney)

The Region 5 regional rep sent a notice out to all the states.

17. Next meeting, May 17th via teleconference at 2PM EDT.

18. Adjourn

MOTION

Bob Scopatz moved to adjourn

Patrick Dolan seconded

Motion Approved

Meeting adjourned at 2:13 PM Central time

Submitted 4/19/2017 as Draft for Review by Bob Scopatz

Saved with revisions received through 4/20/2017 as Draft for Approval by Bob Scopatz

Approved by a vote of the Executive Board on 5/17/2017