



ATSIP Executive Board Meeting
Via Teleconference

May 17, 2017 2:00 Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

ATTENDANCE:

Allen Parrish, President, USN Academy, university researcher
Kathleen Haney: 1st Vice President, Minnesota, State DPS
Cory Hutchinson: 2nd Vice President, Louisiana, university researcher
Tim Kerns, Maryland, Immediate Past President, university researcher
Bob Scopatz, Minnesota, Secretary, consultant
Juliet Little, Connecticut, State DOT
Kellee Craft, Ohio, TSASS consultant
Rhonda Stricklin, Alabama, university researcher
Sladjana Oulad Daoud, California, DMV
Eric Tang, Virginia, (consultant)

ABSENT:

Patrick Dolan, Tennessee Department of Safety and Homeland Security
Joe McCarthy, Colorado, consultant
Shane Bates, Kentucky, State Law Enforcement
Chris Osbourn, Tennessee, Department of Safety and Homeland Security

Non-voting attendees:

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

1. Call to Order, Attendance/Quorum, Introduction

Bob Scopatz announced a quorum at 1:04 PM Central Time
Allen Parish called the meeting to order at 1:04 PM Central

2. Approval of Minutes from April 19, 2017 Executive Board Meeting

Allen asked for any questions or comments.

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MOTION

Cory Hutchinson moved to approve the minutes of the April 19, 2017 Executive Board Meeting based on changes made through today's Executive Board Meeting. Rhonda Stricklin seconded.

Motion Approved

3. Immediate Past President's Report: Dr. Tim Kerns

The ballot is now final, no additional nominations were received from the members.

4. 1st Vice President's Report: Kathleen Haney

No report.

5. Treasurer's Report: Bob Rasmussen

Bob Rasmussen reported on the April 2017 ATSIP and TR Forum account balances. There were some reimbursements and transfers from PayPal. A copy of the Treasurer's report is appended to the member's copy of these minutes.

Cory Hutchinson asked what role Hadi Shirazi plays. Bob said that Hadi deposits the physical checks into our account in Louisiana.

MOTION

Bob Scopatz moved to accept the April 30, 2017 Treasurer's Report as submitted Cory Hutchinson seconded.

Motion Approved

6. Liaison Reports:

FMCSA FHWA NHTSA TRB GHSA ITE NSC

FHWA:

Bob Pollack said that there is nothing new to report from FHWA this month.

NHTSA:

Luke Johnson said that all of the DOT abstracts for Forum sessions are submitted. He will be meeting with Cory and Karla later this week.

FMCSA:

Scott Valentine said that FMCSA that the office manager and division director will be attending the Forum this year.

7. ANSI D16 (Jill Hall and Joan Vecchi)

Joan Vecchi reported that the final vote is out to the Consensus Body members. After that, the D16 will go back to ANSI for the Board of Standards review. After that, if there are any appeals, they will complete that process and finalize.

Kathleen Haney said that the Standards Review committee still needs to be set up and Tim Kerns will be leading. We need a minimum of four people, two from the ATSIP Executive Board. Tim will be the Data Analyst and serving as a Board member. We need volunteers for the remainder of the slots. Bob Scopatz asked if the representatives of the ATSIP Board have to be active Board members at the time they serve or only at the time

97 they are appointed. Kathleen asked if the assignments can be based on position (e.g., the
98 Immediate Past President) or does it have to be a named person.
99

100 **8. 2017 Forum**

101 a. **2nd Vice President's Report: Cory Hutchinson**

102 Cory Hutchinson said that things are going smoothly. We do have registrations
103 that are about in line with the numbers from previous years. Louisiana will
104 register about 25 people next week, so we will be at 100 registrations soon. The
105 hotel block is about 66% booked so far. He spoke with the hotel and they said that
106 as we get close to filling the block they can increase it for us. We have 5 exhibitors,
107 9 sponsors, and about \$50,000 in fees. We have one more verbal agreement with a
108 private company and none of the Federal partners have booked their booths yet.
109 About half of the sponsors are new this year. We had to extend the window for
110 submissions of proposals to get more submissions. We are open through the end
111 of May. We have roughly 50 abstracts on the website, plus 29 from the USDOT
112 agencies. We are about to open the booth selection to the vendors. We have 3 bids
113 for AV services. The hotel's bid is about 2x what the external vendors estimated.
114 We're talking to the hotel now to see if there are any drawbacks or if the hotel
115 will lower their price. Registration gifts are already in hand. Speakers' gifts are on
116 order. Bags aren't ordered yet but will be done soon. Lanyards as well. Still
117 waiting to finalize the conference booklet and set up the app for this year. Cory
118 will speak with Rhonda Stricklin about setting that up.
119

120 Still need one speaker. We have two lined up already. CIO from large companies
121 in Louisiana, plus the Secretary of LADOTD. Third speaker is from Department
122 of Health and Hospitals.
123

124 Cory is going to send out specific information on all conference timing. John
125 McDonough asked about the MMUCC meetings. John also asked about a
126 preliminary agenda posting so that people can get approved for travel if they need
127 to know the program in order to submit the request. Kathleen Haney said that in
128 her State, they must wait until a full agenda is required before she can get travel
129 approved. Cory said he will post a template on the web, but the final may not be
130 ready until July.
131

132 **9. Membership**

133 There is one new member application to vote on: Beth Loflin from Mississippi
134 Office of Highway Safety
135

136 **MOTION**

137 **Tim Kerns moved to accept Beth Loflin at the member level**

138 **Juliet Little seconded.**

139 **Motion Approved**
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141 **10. Best Practices (Chris Osbourn, Juliet Little)**

142 The date for submissions has been extended. So far we only have one application.
143

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

145 Eric Tang said that the deadline was extended to June 2nd so that the Executive Board can

146 approve the awards at the June meeting. We have only received one nomination for one
147 of the categories. Ralph Zimmer said that that email that went out says that the
148 Distinguished Achievement Award can be given to individuals or groups. He said he
149 would discourage that and rather create a new award intended for organizations.
150 Rhonda Stricklin suggested that if we get a submission for a group, we could send that
151 over to the Best Practices award group rather than create a new award.
152

153 **12. Executive Director (Kathleen Haney)**

154 Kathleen said that the group has been meeting weekly. We met with a legal resources
155 firm that advised us on the hiring requirements. We need attorney assistance and verified
156 that we must hire this person as a direct employee versus a contractor. We have several
157 HR requirements that must be met. Kathleen showed a flyer describing services from
158 Saul Ewing LLC as they offer a fixed fee package that does everything we need. The
159 lawyers also suggested that we hire a payroll processing company. The Executive
160 Director Committee recommends that we proceed with hiring an Executive Director as a
161 direct employee, we use the Saul Ewing LLC company's package, and also set aside
162 money for the payroll services. Ralph Zimmer asked if the lawyer's fees are one-time or
163 if there are continuing fees. Kathleen said that the fees are one-time and the firm offers
164 ongoing services as needed. Bob Scopatz said those fees are small and would be just to
165 keep up with new notifications required by the States or federal agencies.
166

167 The committee requested three motions:
168

169 **MOTION:**

170 **Kathleen Haney moved to empower the Executive Director Committee proceed with**
171 **hiring an Executive Director as a direct ATSIP employee, that the Board allocate**
172 **\$4000 to contract with the Saul Ewing LLC, and allocate up to \$1000 for payroll**
173 **services.**

174 **Bob Scopatz seconded**

175 **Motion approved.**
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178 **13. Newsletter (Dave Bozak)**

179 No report
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181 **14. TRCC**

182 Rhonda Stricklin said that the committee is hoping to set up a meeting next week, and
183 then one more before the Forum. Hoping to do them close together to help promote the
184 Forum. Later, we'll plan on quarterly meetings.
185

186 **15. Future Forums**

187 **a. 2018 Forum (Chris Osbourn)**

188 No report.
189

190 **b. 2019 Forum (Allen Parrish)**

191 Rhonda Stricklin said that the file (short list) from Helms Briscoe has been
192 provided via email. Helms Briscoe said that Forth Worth is having a promotion
193 giving incentives for first time bookings. We would get about \$10 per room and
194 would amount to about \$6,300. They weren't on our list anymore. Helms Briscoe

195 also gave us lists for San Antonio, Austin, and Kansas City at our request. Rhonda
196 highlighted a selection of hotels based on the data provided. Luke said that we can
197 exceed the allowed rate for lodging in each market. The only risk is that some of
198 the Federal people may not be able to stay at the hotel. If the difference is small, it
199 can usually be approved. Rhonda said that the San Antonio hotels are over the
200 allowed lodging rate. We could find places in Austin, Fort Worth, or Kansas City
201 within the allowed rate.

202
203 Rhonda said that there are two good fits in Austin (Renaissance looks best). Fort
204 Worth, the Renaissance also looks best. For Kansas City, the Marriott looks best,
205 they don't have our 1st choice dates available. Bob Scopatz said that he would
206 very much prefer Austin versus Fort Worth.

207
208 **MOTION:**

209 **Rhonda Stricklin moved that we pursue a contract starting with Austin.**
210 **Failing that, we pursue a contract in Kansas City and after that, Fort Worth.**
211 **Bob Scopatz seconded**
212 **Motion approved**

213
214 Cory Hutchinson said that we are looking two years out and we're trying to grow
215 so we need to look at the contract so we have room to grow. Allen said that we
216 will still have time for the Board to vote on revising and accepting the contract.

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219 **16. Old Business**

220 **a. GoToMeeting Account (Rhonda Stricklin)**

221 The GoToMeeting account is established. Ask Bob Rasmussen for access if you
222 need it for ATSIP business.

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226 **17. Next meeting, June 21st via teleconference at 2PM EDT.**

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228 **18. Adjourn**

229 **MOTION**

230 **Bob Scopatz moved to adjourn**

231 **Eric Tang seconded**

232 **Motion Approved**

233 Meeting adjourned at 2:07 PM Central time

234
235 Submitted 5/17/2017 as Draft for Review by Bob Scopatz
236 Approved by a vote of the Executive Board on 06/21/2017