



ATSIP Executive Board Meeting
Via Teleconference

June 21, 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
Shane Bates, Kentucky, State Law Enforcement
Kellee Craft, Ohio, TSASS consultant
Patrick Dolan, Tennessee Department of Safety and Homeland Security
Juliet Little, Connecticut, State DOT
Joe McCarthy, Colorado, consultant
Rhonda Stricklin, Alabama, university researcher
Sladjana Oulad Daoud, California, DMV
Eric Tang, Virginia, (consultant)

ABSENT:

Chris Osbourn, Tennessee, Department of Safety and Homeland Security

Non-voting attendees:

Ralph Zimmer, Co-Parliamentarian
Luke Johnson, NHTSA
Bob Rasmussen, Treasurer, VDOT (retired)
Bob Pollack, FHWA
Pete d'Oronzio
Karla Houston
Dave Bozak

1. Call to Order, Attendance/Quorum, Introduction

Bob Scopatz announced a quorum at 1:03 PM Central Time
Allen Parish called the meeting to order at 1:03 PM Central

2. Approval of Minutes from May 17, 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 May 17, 2017 Executive Board Meeting based on changes made through today’s Executive Board Meeting. Sladjana Oulad-Daoud seconded. Motion Approved

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

No report.

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

Deferred to the Executive Director Committee.

5. Treasurer’s Report: Bob Rasmussen

Bob Rasmussen reported on the May 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.

MOTION

Bob Scopatz moved to accept the May 31, 2017 Treasurer’s Report as submitted Patrick Dolan seconded. Motion Approved

6. Liaison Reports:

FMCSA FHWA NHTSA TRB GHSA ITE NSC

FHWA:

Bob Pollack reminded that those who work at a State DOT, the MIRE FDE plans are due as part of the Section 405c traffic records submittal to NHTSA. The FDE plan should be attached to that submittal. It’s due July 1, 2017.

Kathleen Haney asked other States if they were having trouble getting that MIRE FDE plan from their DOT. Juliet Little said that the CT DOT submitted a 25 page plan which they attached to their 405c submittal. Kathleen said she was disappointed with what she got and had to talk to the FHWA Division Office then decide to just go with it. Patrick Dolan said that in TN they got it after some discussion. Sladjana Oulad-Daoud said that California was able to put it together.

NHTSA:

Luke Johnson said that the DOT Travel approval memo for the Traffic Records Forum is in process. They are requesting a delegation of 30 people—that may change. They are hoping to have MMUCC 5th edition published before the Forum and that will be a big item on the agenda

7. ANSI D16 (Jill Hall and Joan Vecchi)

Kellee said that the final document went to the Consensus panel on June 14 and once they have the required 2/3 votes, they will submit it to ANSI for approval.

Tim Kerns collected names of volunteers to serve on the ATSIP D16.1 standing committee. Sladjana Oulad-Daoud said she would like to be on the committee.

8. 2017 Forum

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a. **2nd Vice President’s Report: Cory Hutchinson**
Cory said they had a record number of applicants. He had to turn down some people. We have added sessions throughout the program. There are only a couple of slots left, but those are more for round-tables because they don’t have AV available for those slots.

The website has been updated. There are some changes pending now, and then Cory will send weekly updates to TSASS through the date of the Forum. Still hoping to get a few more sponsors. The speakers are all lined up. We have 152 registered attendees so far. That’s a little higher than in the past. Hoping to hit 400-450 attendees. He will send out a reminder soon so people can get the discounted rate. We have already met our 90% room block and Karla is going to talk to the hotel about increasing the room block. We are going to “lock” the program by June 30 so we can start printing. The ID/Password for the Guidebook App has expired. Bob Rasmussen said that we may need to create a new account—we certainly have to pay to use it again (it’s on a yearly basis).

Cory is working on suggestions for improving the Forum. He will have a presentation for us in August. We have most of the supplies for the registration packets; we will be ordering the bags soon. The contracts for internet will be signed.

Eric Tang said that the Forum site says the room rate is \$107 per night, but when he booked it was \$117 per night.

9. **Membership**
There are seven new member applications to vote on: Steven Stonehocker (coming in under the Iowa block), Brook Chipman, Kris Cureau, John Gunderson, Adriane McRae, Agiolelai Falelua, Baccalaureate Ma’o.

MOTION
Eric Tang moved to accept all seven at the member level
Tim Kerns seconded.
Motion Approved

10. **Best Practices (Chris Osbourn, Juliet Little)**
Juliet Little said that they have received 9 applications for Best Practices and 7 for Best Data Analytics. All have been contacted. All but one has responded. Patrick Dolan said that there is one that has a scheduling conflict. Kathleen Haney said that the one pending from Minnesota will be there and his travel costs have been approved.

11. **Awards (Eric Tang)**
Eric Tang said that we have received two nominations, one for each award. We are going to have a conversation with the board to seek approval for these applicants and will then proceed.

12. **Executive Director (Kathleen Haney)**
Kathleen said that the we are purchasing the start up package from Saul Ewing LLC company’s package, but we do not have it yet. The firm let us know today that it would

142 be coming shortly. Bob Rasmussen asked if this firm will handle the payroll. Kathleen
143 said that they do not provide that service, but that we are looking into alternatives and we
144 are leaning away from having ATSIP handle it directly.

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147 **13. Newsletter (Dave Bozak)**

148 Dave Bozak said that they are preparing a newsletter to go out in advance of the forum
149 and use it to promote the Forum and add any other content that people suggest to him.

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151 **14. TRCC**

152 Rhonda Stricklin said that the committee held their first big call on May 25th. They are
153 working on finding setting up the next call. They had attendees checking in from the East
154 all the way to Hawaii, Alaska, and Guam! They are planning content for the next call in
155 July. That will help promote the Forum as well.

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157 Patrick Dolan said that he wasn't getting the notifications and asked to be added to the
158 distribution list. Rhonda said that she has added him, and there were several people who
159 need to be added.

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161 **15. Future Forums**

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a. 2018 Forum (Chris Osbourn and Patrick Dolan)

163 Patrick Dolan said that the "Save the Date" cards are ready to go to the printer. He
164 added that Chris is in touch with Bethany (who is helping Cory with the program)
165 to make sure that the required image is available to be put on the back cover of
166 the program.

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b. 2019 Forum (Allen Parrish)

168 Allen Parrish said that we are moving ahead on the Renaissance in Austin. Dan
169 from Helms Briscoe is pursuing the Hyatt Regency as a backup.

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174 **16. Old Business**

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None

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178 **17. Next meeting, July 19th via teleconference at 2PM EDT.**

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180 **18. Adjourn**

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MOTION

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Eric Tang moved to adjourn

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Bob Scopatz seconded

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Motion Approved

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Meeting adjourned at 2:04 PM Central time

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187 Submitted 6/21/2017 as Draft for Review by Bob Scopatz

188 Approved by a vote of the Executive Board on 07/19/2017