



ATSIP Executive Board Meeting
Sheraton New Orleans

August 6, 2017 10:00 AM Eastern, 9 AM Central, 8 AM Mountain, 7 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
Bob Scopatz, Minnesota, Secretary, consultant
Tim Kerns, Maryland, Immediate Past President, university researcher
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
Chris Osbourn, Tennessee, Department of Safety and Homeland Security
Rhonda Stricklin, Alabama, university researcher
Eric Tang, Virginia, (consultant)
Sladjana Oulad Daoud, California, DMV

Non-voting attendees:

Ralph Zimmer, Co-Parliamentarian
Luke Johnson, NHTSA
John Siegler, NHTSA
Jill Hall, TSASS
Bob Rasmussen, Treasurer, VDOT (retired)
Bob Pollack, FHWA
Karla Houston
Joan Vecchi, TSASS
John McDonough, NISR
Pete D'Oronzio,
Mark Dicarmen, TXDOT
Dave Bozak, InfoGroup

1. Call to Order, Attendance/Quorum, Introduction

Bob Scopatz announced a quorum at 9:08 AM Central Time
Allen Parish called the meeting to order at 9:08 AM Central

2. Introductions

The attendees introduced themselves

Approval of Minutes from July 19, 2017 Executive Board Meeting

Allen asked for any questions or comments. Bob Scopatz read in a list of changes supplied via email by Ralph Zimmer. These were:

- Lines 41ff. The words "**Shane Bates moved to approve the minutes of the June 21, 2017 Executive Board Meeting based on changes made through today's Executive Board Meeting**" are ambiguous. You sent out draft minutes

50 dated June 21. Were those the minutes that got approved? Were
51 there ANY changes after that? If so, they need to be clearly stated (e.g., the
52 motion granting the Parliamentarians \$20,000 each). If there were no changes, then
53 the words "**changes made through today's Executive Board Meeting**" are not
54 only superfluous but are confusing. In other words, if on July 19 we approved the
55 minutes dated June 21, that should be clearly stated.

- 56 • Line 79. Conceivably not all future or even present readers of the minutes will
57 know what D16 is. Could you insert a few words giving at least a clue as to what
58 D16 is?
- 59 • Line 90. This will probably sound like a completely unnecessary and silly
60 change, but I would recommend something like "2017 Forum (New Orleans)".
- 61 • Line 121. "member level" should be "Member level". GRADES of membership
62 need to be capitalized (e.g. "Bob Scopatz is a Fellow", not "Bob Scopatz is a
63 fellow"). The entire collection of individuals belonging to ATSIP are the
64 members (lower case) of ATSIP.
- 65 • Line 133ff. I feel this is an essential change. Please clearly state the names of the
66 two award winners and the respective awards they are receiving.

67 **MOTION**

68 **Patrick Dolan moved to accept the minutes of the July 19, 2017 Executive Board**
69 **Meeting as submitted.**

70 **Kellee Craft seconded.**

71 **Motion Approved**

72

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

74 We have received 23 ballots via email to date.

75

76 4. **1st Vice President's Report: Kathleen Haney**

77 Kathleen deferred to the Executive Director's Report later in the meeting.

78

79 5. **Treasurer's Report: Bob Rasmussen**

80 Bob Rasmussen reported on the June 2017 ATSIP and TR Forum account balances. A
81 copy of the report is attached to the members' copy of these minutes. Rhonda Stricklin
82 asked if there had been any payments to the Sheraton New Orleans, Bob said that there
83 had been.

84

85 **MOTION**

86 **Tim Kerns moved to accept the July 31, 2017 Treasurer's Report as submitted**

87 **Kathleen Haney seconded.**

88 **Motion Approved**

89

90 6. **Liaison Reports:**

91 FMCSA FHWA NHTSA TRB GHSA ITE NSC

92

93 **FHWA:**

94 Bob Pollack said that several contracts have been awarded in recent weeks. The MIRE FDE
95 strategies that came as part of the 2017 Strategic Plans for Traffic Records have been received by
96 FHWA. The Office of Safety will send comments back through the Division Office safety
97 program managers by the end of 2017. Kathleen Haney asked if the comments will go to the

98 TRCC coordinator in each State. Bob said the comments will go to the State DOT, but they
99 should be shared with anyone who worked on them. Juliet Little asked if those comments be
100 addressed in future Strategic Plans. Bob said that it should be up to the States how they handle it,
101 but the Division Offices will coordinate with the States to update it as part of the annual HSIP
102 update.

103
104 **NHTSA:**

105 Luke Johnson said that MMUCC 5th edition was released officially a week ago. He shared
106 NHTSA’s appreciation to all who worked on it and the ANSI D16.1 effort (see agenda item 8 for
107 information). There are two sessions here at the Forum about MMUCC, including the final
108 session of the Forum on Automated Vehicles. NHTSA will review this “dynamic” data element
109 every year at the Forum and any others that arise for annual review.

110
111 The 5-year cycle of Traffic Records Assessments is now complete. NHTSA is looking forward to
112 analyzing the data from the States. There are other organizations asking if NHTSA can share the
113 data as well. NHTSA is working on how to mine the data to discover ways to help the States.
114 There will be a brief break in Assessments to make updates to the STRAP system. The new round
115 will start in Winter of 2018 and there are only two States in that round (Indiana and Texas).

116
117 The analysis of FARS is ongoing.

118
119 April of 2019 is the deadline for complying with the serious injury crashes.

120
121 A follow-up to the Noteworthy Practices report is now started. The new project will define the
122 components of a noteworthy Strategic Plan. The contract was just awarded and we will be
123 discussing it at the TRCC Roundtables.

124
125 Kathleen Haney asked about the 405c application approval process—does no questions mean that
126 it’s approved. Luke said that if a State hasn’t received questions at this point their plan is
127 probably approved.

128
129 **7. ANSI D16.1 (Jill Hall and Joan Vecchi)**

130 ANSI D16.1 is the National standard for classification of motor vehicle crashes. It
131 defines data elements and classification scenarios.

132
133 Jill Hall said that we filed for approval July 1, and ANSI published it later in July. The
134 draft is also posted at ATSIP.org. The posting period with ANSI should September 11,
135 2017. Jill asked the group if we would grant a no-cost extension and the answer was yes
136 to add time extension to the end of the calendar year. Jill also asked for opinions on the
137 color scheme for the cover. Cory offered assistance from his graphics staff.

138
139 **MOTION**

140 **Bob Scopatz moved that we grant a no-cost extension to TSASS to support the ANSI**
141 **D16.1 effort through the end of calendar year 2017.**

142 **Juliet Little seconded.**

143 **Motion approved.**

144
145 **8. 2017 Forum**

146 **2nd Vice President’s Report: Cory Hutchinson**

147 Cory Hutchinson said that at last count we have 377 registered attendees. That is an
148 increase over last year. There are 100 presentations this year. We have 24 vendors raising

149 about \$75,000. Expenses for food is high this year, but the food is excellent. We
150 anticipate making roughly \$30,000. The expenses are still being adjusted as we go
151 through the week so that number may change. We spent more in some areas, especially
152 with respect to vendors including giving them a room for demos and putting their
153 name/logo on the lanyards. Almost half of the vendors this year are new. Allen Parrish
154 acknowledged Cory and his staff at LSU who made this conference possible and the
155 increase in the number of vendors.

156
157 Cory added that he tried to bring in some of the big data analytics firms as vendors. He
158 said that some of the hardware vendors might be interested as well.

159
160 Cory also suggested that we need more continuity across the years for Forum planning.
161 Allen Parrish said that perhaps a standing committee for Forum planning would be a
162 good idea.

163
164 Ralph Zimmer asked about the suggestion to go away from a printed program to use the
165 app. Cory said that the app is much more cost-effective than a printed program. The
166 paper program is static and can't be updated once printed. With the app and online
167 resources, we can accommodate the last minute changes. We also can get the session
168 reviews automatically through the app. It is true that the printed program can give more
169 recognition to the vendors. The printed program doesn't accommodate the session
170 abstracts well either. Ralph said that he and others who are vision impaired can't use the
171 app. A pdf available on the website would accommodate that. Pete D'Oronzio asked if
172 the app has advertisements. Cory said that we can put ads from the sponsors and you can
173 highlight the higher-level sponsors more than others with more time per display. It's a
174 logo and link. Rhonda Stricklin said that a pdf-version of the program can be very short
175 and not include the session abstracts.

176
177 Luke Johnson asked about moderators this year. The question is whether we can find
178 ways to match moderators to sessions in a way that they add value to the session because
179 they have subject matter expertise in the area being discussed. Cory said that it would be
180 good to have volunteers. He said that he reached out to his staff and the Louisiana TRCC
181 to handle moderation this year. There was a problem this year because he didn't receive
182 contact information from the speakers and that makes it difficult for moderators to get in
183 touch with the speakers.

184
185 **9. Membership**

186 There are seven new applicants to vote on all at the Member level: Bala Akundi, Jay
187 Besse, Shane Crawford, Ryan Klitzsch, Chelsea Palmateer, Captain John Riles, and
188 Steven Strength.

189
190 **MOTION**

191 **Bob Scopatz moved to accept all at the Member level**

192 **Tim Kerns seconded.**

193 **Motion Approved**

194
195 **10. Best Practices (Chris Osbourn, Juliet Little)**

196 Chris Osbourn said that we have three top presentations for each of the sessions. Ballots
197 are ready to use and awards will be included in the Tuesday luncheon. We had more

198 submissions than we had spots for. We have an international submission this year (from
199 New Zealand). Patrick Dolan said that the abstracts were difficult to judge and even for
200 Data Visualization only one applicant sent in a visual. Cory said that the number of
201 applications has grown since we included a check-box on the website. Kathleen said that
202 we should make the website check-box more specific so that there is less confusion
203 among the applicants as to which they are applying for.
204

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

206 The two awards are ready for Tuesday's presentation. Cory Hutchinson and Sean
207 McLaurin will be receiving awards. The award portion of the luncheon will last 30
208 minutes. Eric said that we are also trying to codify the reimbursements.
209

210 Kathleen Haney said that Bob Rasmussen updated the unofficial Board policy that had
211 not been approved before now. Bob Rasmussen said that he updated the policy in general
212 and added a section for Travel Expenses. He described the policy and said that Kathleen
213 will send it to the full Board for a vote at the next Executive Board meeting. He read the
214 list of cost provisions related to airfare, meal reimbursement, complimentary registration,
215 hotel, and incidentals. Airfare will be paid for the attendee "plus-one" in order to cover
216 spouse or significant other (airfare only).
217

218 Ralph Zimmer suggested that we should extend the same cost reimbursements to the
219 Scott Falb award. Bob Rasmussen said that the intention is to add the same language to
220 the Scott Falb award as well.
221

222 Ralph also said that the First Vice President is responsible to maintain a record of
223 ATSIP's policies. Kathleen said that she has a compilation of policies and plans to make
224 it electronically available once she scans the items she has in a binder. Ralph suggests
225 that the resulting document should be shared with all Executive Board members.
226

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

228 Kathleen Haney said that we have sent our three-page position description to the law firm
229 who made some additional suggestions, including developing a more detailed list of
230 responsibilities. We had hoped to have the person hired before the Forum, but we weren't
231 able to finish the process in time. We also need to find a firm to handle payroll.
232

233 Ralph Zimmer said that we may want to exercise caution in how we evaluate
234 performance of the new Executive Director as we may want to factor in the choice of
235 venue in our estimates of how much attendance should increase as a result of their efforts.
236

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

238 No report.
239

240 **14. TRCC (Rhonda Stricklin)**

241 Rhonda Stricklin reported that the committee has met via teleconference several times.
242 She said they are considering sending a survey out to the States. They have collected
243 several ideas for topics in future calls.
244

245 Dave Bozak said that the National Safety Council used to make a room available to hold
246 a TRCC meeting at the Forum.

247
248 Luke Johnson said that the TRCC Outreach is tied to the TRCC Roundtable at the Forum.
249 The CDC is also working with the TRCC Roundtable effort on data integration. He said
250 that it would be good to expand the data integration effort and be sure to include the
251 CDC. Cory said that the TRCC Roundtables are an excellent opportunity to share
252 information. Bob Scopatz said that he would be happy to support the data integration
253 effort if ATSIP decides to set up that effort at multi-state integration. Patrick Dolan also
254 supported the idea. He said that their integration efforts are mostly ad hoc and it would be
255 useful to have a more holistic approach. Luke said that he's hearing a great deal about
256 how States are not really sure what to do with integrated data. Juliet Little said that it is a
257 very good idea and that this might be a way to bring more people to the Forum. Joe
258 McCarthy said that there's a lot to discuss here with both technicians and analysts,
259 perhaps separately. He suggested that we try to attract decision-makers as well as the
260 typical data integrators. It would give more vision and context. Tim Kerns said that the
261 two groups do not talk very often and it is a very good issue to tackle if we can. Allen
262 Parrish closed out the discussion by saying that this is likely to be an issue for the next
263 ATSIP President to address. Luke Johnson said that it offers the opportunity to add a
264 Data Integration group in addition to the TRCC/Forum Outreach. We can decide later
265 who should lead this and if it would be a separate duty added to Rhonda's portfolio.
266

267 **15. Nominating Committee (Tim Kerns)**

268 No report. Their work is completed for this year.
269

270 **16. Future Forums**

271 **a. 2018 Forum (Chris Osbourn and Patrick Dolan)**

272 Allen Parrish said that Chris would like to put the committee in place for planning
273 the 2018 Forum in Milwaukee. Chris Osbourn said that he has time during one of
274 the luncheons to talk about the Milwaukee Forum. Andrea Bill is also going say a
275 few words. There are some opportunities for tours of relevant facilities such as
276 crash testing and autonomous vehicles. The Highway Patrol has been alerted that
277 our request will come soon. Chris said that he would like to have some new
278 people involved in the Forum planning committee, and including (once hired) the
279 Executive Director. Kathleen asked if the Forum Guide is ready—Cory deferred
280 to ask Karla Houston about it. Cory asked if it's always been the case that the
281 Federal Agencies present on Sunday. Luke Johnson said that in the past it was
282 mostly training on Sunday, but not the case in recent years. Bob Pollack said that
283 FHWA would have no problems with anything being presented on Sundays. Luke
284 Johnson said that the only issue is to keep expenses down. Bob Rasmussen said
285 that there were requests a few years ago to shorten the conference, and the
286 comments were both about expenses and extended time away from their offices.
287

288 Ralph Zimmer said that the Executive Board meetings used to extend into the
289 afternoon and that limited what the program could include on Sunday to only use
290 the late block on that day in order to not conflict with the Executive Board
291 meeting. Rhonda Stricklin asked if the evaluations include any questions about
292 the length of the Forum. Cory said that he could add that to the follow-up
293 evaluation.
294

295 Kathleen Haney asked if we should move to establish a subcommittee. Ralph

296 Zimmer said that the Constitution allows for the 2nd Vice President to establish a
297 committee for the purpose of Forum Planning. Allen suggested that interested
298 parties let Chris and Kathleen know and the committee can be established shortly.
299 Sladjana Oulad Daoud asked if there was any sort of written guide to putting on
300 the Forum. Cory said that Karla is working on one based on materials from
301 Rhonda Stricklin and their work on this year's conference.

302
303 **b. 2019 Forum (Rhonda Stricklin)**

304 Rhonda Stricklin said that we have signed with the Renaissance in Austin, TX.
305 Cory asked if the Executive Director will be functioning as the more official
306 program chair or if that would fall to the 2nd Vice President. Kathleen Haney said
307 that the ATSIP Constitution says that it's among the duties of the 2nd Vice
308 President. Rhonda suggested that the 2nd Vice President's duties be limited to
309 arranging the program and the Executive Director would take on more of the
310 logistics issues and that would be benefit from continuity.

311
312 **17. Old Business**

313 Dave Bozak said that we put out a challenge for members to reach out to the new
314 attendees and an invitation to those attendees to look for the Executive Board during the
315 meeting. The newsletter also pushed for attendance at the General Meeting. Bob Scopatz
316 suggested that we make sure to mention it at the two luncheons.

317
318 **18. New Business**

319 Ralph Zimmer asked for a point of privilege to acknowledge the first woman Chair
320 (Joyce Emery) who was succeeded by Judy Froseth. Both had asked Ralph to express
321 their greetings and continued interest in the organization.

322
323 Sladjana Oulad Daoud asked if there a way to change the time or day of the monthly
324 meeting because it conflicts with their TRCC. Kathleen suggested that we send out an
325 electronic poll to figure out the best time.

326
327 **19. Next meeting, is TBD**

328
329 **20. Adjourn**

330 **MOTION**

331 **Eric Tang moved to adjourn**

332 **Cory Hutchinson seconded**

333 **Motion Approved**

334 Meeting adjourned at Noon Central time

335

336 Submitted as Draft for Review 8/6/2017 by Robert A. Scopatz, Secretary

337 Submitted as Draft for Approval 10/16/2017 by Robert A. Scopatz, Secretary

338 Approved by a vote of the Executive Board on 10/18/2017