



ATSIP Executive Board Meeting  
Via teleconference

November 15, 2017 2:00 PM Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

**ATTENDANCE:**

Kathleen Haney: President, Minnesota, State DPS  
Cory Hutchinson: 1<sup>st</sup> Vice President, Louisiana, university researcher  
Chris Osbourn, 2<sup>nd</sup> Vice President, Tennessee, Department of Safety and Homeland Security  
Bob Scopatz, Minnesota, Secretary, consultant  
Allen Parrish, immediate past President, USN Academy, university researcher (absent)  
Shane Bates, Kentucky, State Law Enforcement  
Kellee Craft, Ohio, TSASS consultant  
Patrick Dolan, Tennessee Department of Safety and Homeland Security, Co-parliamentarian  
Pete D’Oronzio P’d Programming (absent)  
Juliet Little, Connecticut, State DOT  
Joe McCarthy, Colorado, consultant (absent)  
Rhonda Stricklin, Alabama, university researcher (absent)  
Eric Tang, Virginia, Virginia, consultant (absent)  
Sladjana Oulad Daoud, California, DMV

**Non-voting attendees:**

Ralph Zimmer, Co-Parliamentarian  
Jim Davis, Co-Parliamentarian  
Bob Rasmussen, Treasurer, VDOT (retired)  
Tim Kerns, Maryland, university researcher  
Luke Johnson, NHTSA  
Bob Pollack, FHWA  
Jill Hall, TSASS  
Jamie Whalen, Tennessee

1. Call to Order, Attendance/Quorum, Introductions  
Bob Scopatz announced a quorum at 1:04 PM Central  
Kathleen Haney called the meeting to order at 1:05 PM Central
2. Approval of Minutes from October 18, 2017 Executive Board Meeting  
Kathleen sent the 10182017 minutes as Draft for Approval.

**MOTION**

**Cory Hutchinson moved to approve the minutes from the October 18, 2017 Executive Board Meeting**  
**Shane Bates seconded**  
**Motion Approved**

3. Past President’s Report: Allen Parrish  
No report

- 49 4. 1<sup>st</sup> Vice President’s Report: Cory Hutchinson  
50 No report.
- 51 5. Treasurer’s Report: Bob Rasmussen  
52 Bob Rasmussen presented the October 2017 financial report. The report is appended to  
53 the member’s copy of these minutes. We anticipate ending the calendar year in excess of  
54 \$210,000 in assets.  
55
- 56 Jill Hall said that she will send next year’s TSASS support proposal in early December.  
57

58 **MOTION:**

59 **Bob Scopatz moved to accept the October 31, 2017 Financial Report.**

60 **Patrick Dolan Seconded**

61 **Motion Approved**  
62

- 63 6. Liaison Reports:  
64 a. FMCSA: no report.  
65  
66 b. FHWA: Bob Pollack said that there is nothing new to report. Kathleen said that  
67 there are three performance measures webinars coming up. Bob said that  
68 information is available through the Division Offices.  
69  
70 c. NHTSA: Kathleen said that the Federal Register notice is active for the Traffic  
71 Records Assessment. She said that she will encourage ATSIP members to make  
72 comments. Ralph Zimmer and Patrick Dolan confirmed that this does not require  
73 Executive Board approval for Kathleen to send that out.  
74  
75 d. TRB: no report—awaiting reconnection with Bernardo Kleiner.  
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77 e. GHSA: no report—awaiting selection by Jonathan Atkins.  
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79 f. NSC: no report—awaiting contact from Deb Trombley.  
80  
81 g. ITE: Steve Lavrenz is our liaison and he let us know he could not attend today.  
82
- 83 7. ANSI D16 (Jill Hall, Joan)  
84 Jill Hall said that the final request to the ANSI review board went in. They asked a couple  
85 of questions which Joan answered so we expect approval in the next few days. We are  
86 also preparing for an audit in the next six months (as per standard procedure). Kathleen  
87 said that she will talk to Jill about what might be needed to support the audit.  
88  
89 Jill said that ANSI will make printed copies available for sale through ANSI. If ATSIP  
90 wants to publish it, that’s a separate question.  
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- 92 8. 2<sup>nd</sup> Vice President’s Report: Chris Osbourn  
93 Chris Osbourn said that he will report on the Forum later in the program.

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9. Committees:

- a. Membership (Bob Rasmussen)  
No new member applications and no report this month.
  
- b. Best Practices (Patrick Dolan, Juliet Little)  
No report
  
- c. Awards (Eric Tang)  
No report.
  
- d. Executive Director (Kathleen Haney)  
Kathleen said that we are ready to post the position. Kathleen will send it to TSASS for posting on our website. She and Luke will work on posting to the appropriate sites.  
  
A copy of the posting is attached to these minutes.
  
- e. Newsletter (Dave Bozak)  
Dave Bozak sent an email that he would like input from the Executive Board on how often the newsletter should go out. Kathleen said that a monthly newsletter may be beyond our capabilities. Chris Osbourn and Patrick Dolan suggested we could keep members updated through a quarterly newsletter. The group suggested the next full newsletter could go out in January.  
  
Kathleen asked if we can make better use of our Twitter and Facebook accounts to refresh information for the members who follow us.  
  
our linked in and Facebook links are:  
  
<https://www.linkedin.com/company/association-of-transportation-safety-information-professionals/>  
  
<https://www.facebook.com/ATSIP-Traffic-Records-Forum-1414967215413707/>
  
- f. TRCCs (Rhonda)  
no report.
  
- g. ANSI Standards Review Committee (Tim Kerns)  
Tim Kerns said that he has received several indications of interest from volunteers to serve on this committee. The committee hasn't started meeting yet.

10. Future Forums:

139 a. 2018 Forum (Chris Osbourn)  
140 Chris introduced Jamie Whalen who has been helping with the Forum planning.  
141 She said that we have completed the floor plan and session spaces. They have  
142 updated the sponsor / exhibitor information sheet to send to potential vendors and  
143 sponsors. There's a rough draft of the meals and breaks and that will be finalized  
144 during the site visit. Have finalized one of the two keynote speakers. The logo is  
145 drafted and will be revised to final in the next two weeks. They have selected  
146 items for the bags.

147  
148 Chris said that Andi Bill at UW and David Pabst at the Highway Safety Office are  
149 giving us a lot of great help.  
150

151 b. 2019 Forum (Rhonda Stricklin)  
152 No report.  
153

154 11. Old Business  
155 None  
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157 12. New Business  
158 None  
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161 **13: Next meeting December 20, 2017, 1 PM Central Time (Virtual Meeting)**  
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163 The meeting during TRB will be Saturday, January 6, 2017 9AM to 5PM at the Marriott  
164 Marquis conference center hotel.

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166 14. Adjourn  
167 **MOTION**  
168 **Patrick Dolan moved to adjourn**  
169 **Pete D'Oronzio seconded**  
170 **Motion Approved**

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172 Kathleen Haney adjourned the meeting at 1:42 PM Central  
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175 Submitted as Draft for review on 11/15/2017 by Robert A. Scopatz, Secretary

176 Submitted as Draft for Approval on 1/4/2018 by Kathleen Haney, President

177 Approved as amended by vote of the Executive Board on 1/6/2018



## ATSIP Executive Director Job Posting

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**Association of Traffic Safety Information Professionals**

**Position Title: Executive Director**

**Status: Part-time, Exempt**

**Location: Home-based (although regular travel to Washington D.C. metropolitan area is required and preference will be given to local candidates)**

The Association of Transportation Safety Information Professionals (ATSIP) is seeking an experienced part-time Executive Director to assist the board in managing and expanding the organization.

ATSIP is the leading advocacy group focused on improving transportation safety data quality and promoting data-driven solutions to traffic safety challenges. ATSIP’s activities are supported by State and federal government agencies, academic and professional associations, and private sector partners. The organization’s membership consists of professionals from local, state, and federal government agencies, including departments of transportation, public safety, and highway safety offices, as well as law enforcement agencies, private sector professionals, and partners from academia and university research centers.

The Executive Director will take a leading role in executing ATSIIP’s annual conference (the Traffic Records Forum), developing and executing a comprehensive communications plan, increasing memberships, and managing the organization’s portfolio of other activities, including the ANSI D.16 *Manual on Classification of Motor Vehicle Traffic Crashes*.

This is a part-time telecommuting position reporting to the ATSIIP Executive Board officers. No physical office space for the incumbent will be provided. Work hours will be concentrated in the lead up and execution of the annual conference which takes place late July or early August. The incumbent must be able to travel to the annual conference location (at ATSIIP expense) and to the Washington, DC, metro area for regular meetings with members and other key stakeholders.

### **Priority Areas**

This position requires an individual with demonstrated administrative and management experience with an emphasis on development, event planning, communications, and association management. The position’s primary responsibilities include:

#### **Traffic Records Forum**

- Provide continuity and support to the program chair and committee as they work with contract staff to plan and execute this annual conference.
- Cultivate and maintain ongoing relationships with vendors and exhibitors.
- Increase conference attendance by 25% within two (2) years.
- Increase vendor income by 25% within two (2) years.
- Maintain documentation to assist the program chair and committee execute their responsibilities efficiently.

#### **Communications**

- Deepen and refine all aspects of ATSIIP’s communications—from web presence to external relations with the goal of creating a stronger brand.
- Actively engage and energize Executive Board members, committees, and partner organizations.
- Plan and execute communications regarding the Traffic Records Forum and other conferences.

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225 **Membership**

- 226 • Identify membership growth opportunities, from potential benefits and recruitment  
227 opportunities.

228 **Other Responsibilities**

- 229 • **Administration** – Build and maintain effective program tracking and evaluation capabilities.  
230 Coordinate with contract staff to provide the board secretariat services and respond to public  
231 inquiries. Develop and coordinate ATSIP’s cadre of volunteers. Manage sub-committees,  
232 serving ex-officio on each.
- 233 • **Grant management** – Maintain relations with grantors and ensure that all regulatory and  
234 reporting requirements are met.
- 235 • **ANSI D.16 Manual on Classification of Motor Vehicle Traffic Crashes** – Liaise with the  
236 Board and the American National Standards Institute (ANSI) to ensure that all requirements  
237 for D.16 are met and the standard retains its ANSI certification. Work with support staff to  
238 build and retain related reporting and documentation.

239 **Candidate Qualifications**

240 Applicants for the position should have the following qualifications:

- 241 • Bachelor’s degree in a related field (Master’s degree preferred)
- 242 • A minimum of three years’ experience in non-profit or association management
- 243 • A minimum of two years’ experience in business development
- 244 • A commitment to quality programs and data-driven program evaluation
- 245 • An ability to coach staff, manage, and develop high-performance teams, set and achieve  
246 strategic objectives, and manage a budget
- 247 • Strong marketing, public relations, and fundraising experience with the ability to engage  
248 a wide range of stakeholders and cultures
- 249 • Strong written and verbal communication skills
- 250 • Excellent interpersonal and multidisciplinary project skills
- 251 • Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- 252 • Ability to work effectively in collaboration with diverse groups of people
- 253 • Organized, detail oriented, and able to manage multiple assignments and simultaneous  
254 priorities under pressure and to complete tasks in a timely manner, occasionally under  
255 time constraints
- 256 • Ability to exercise discretion, initiative, and judgment and to make decisions within the  
257 scope of assigned responsibilities
- 258 • Proficiency in Microsoft Office suite
- 259 • Ability to work safely and efficiently from home or another remote location

260 **Application Information:**

261 Salary commensurate with experience. Send a cover letter, resume, writing sample, and salary  
262 requirements to [manager@atsip.org](mailto:manager@atsip.org) reference Executive Director in the Subject Line.

263 *Dated: October 18, 2017*

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