



- 47 3. Past President’s Report: Allen Parrish  
48 No report  
49
- 50 4. 1<sup>st</sup> Vice President’s Report: Cory Hutchinson  
51 Cory and Kathleen are going to review the duties of the 1<sup>st</sup> Vice President and report back  
52 to the Executive Board.  
53

- 54 5. Treasurer’s Report: Bob Rasmussen  
55 Bob Rasmussen presented the November and December 2017 financial reports, the 2017  
56 Forum Summary, and the ANSI D16.1 financial report through December 2017. The  
57 reports are appended to the member’s copy of these minutes. Kathleen Haney asked if  
58 there’s a cap on how much money we are allowed as a non-profit to have on hand. Bob  
59 Rasmussen said that the tax preparer has looked at that and we have been within the law  
60 showing our income without showing the Federal dollars. Those dollars are not placed in  
61 our account except as reimbursement.  
62

63 Cory Hutchinson asked what the goal is for dollars on account. Bob said that he would  
64 like to move us to \$1 Million on account. Originally, we set a goal of \$100,000 and we  
65 have achieved that. We will have some additional expenses as we are hiring an Executive  
66 Director. He would like to keep \$100,000 as a rainy-day contingency fund in order to  
67 cover costs if a Forum ends up being more costly than anticipated. Jill Hall asked if Bob  
68 could check to be sure the Vendor contributions are not included as income. It may or  
69 may not be taxable. Bob Rasmussen will speak with our tax advisor to clarify the issues  
70 on allowed dollar amounts.  
71

72  
73 **MOTION:**  
74 **Cory Hutchinson moved to accept the November 30, 2017 and December 31, 2017**  
75 **Financial Reports.**  
76 **Bob Scopatz Seconded**  
77 **Motion Approved**  
78

- 79 6. Liaison Reports:  
80 a. FMCSA: no report  
81
- 82 b. FHWA: Bob Pollack said that MIRE 2.0 should be posted on the FHWA RSDP  
83 website now or within a week after TRB. There aren’t many changes to contents,  
84 but the structure is improved. They are developing a presentation on the  
85 differences between MIRE 1.0 and 2.0.  
86
- 87 States have submitted their strategies on coming into compliance with MIRE  
88 FDE. The FHWA team has reviewed those strategies and provided comments  
89 back to the States via the FHWA Division Offices. If anyone is having difficulties  
90 with the MIRE FDE, States can ask for technical assistance from FHWA.  
91
- 92 The second round of Capabilities Assessments are underway. Four pilots have  
93 been completed. We are awaiting OMB approval to complete the remaining States

94 plus D.C. and Puerto Rico.  
95  
96 Illinois is going to be the first State for the new RDIP. There is funding to  
97 complete another 4-5 States—please get in touch with Bob to ask for an RDIP.  
98  
99 There’s technical assistance available to States to help with collecting roadway  
100 inventory data—the focus isn’t *just* on the MIRE data elements, but focused on all  
101 roadway elements.

102  
103 The Safety Data and Analysis Technical Assistance Program (SDATAP) is  
104 available to States to assist with collecting and using roadway safety data.  
105

106 Local Technical Assistance Program helps States integrate safety data among  
107 State, Tribal, and Local agencies.

108  
109 The Data Business Planning project is also available to States and their local  
110 partners to develop a plan to manage and update their safety data.  
111

112 Bob also mentioned that he has fielded questions on making sure that States are  
113 creating and using the same set of performance measures (and metrics) for their  
114 HSP and SHSP. He clarified that States can set targets different from what the 5  
115 year average would project. Kathleen asked that FHWA provide direction.  
116

117 c. NHTSA:  
118 Luke Johnson said that fatalities are up for the second year in a row (based on  
119 preliminary 2017 data).

120  
121 STRAP 2.0 has launched. User testing is completed. The user interface has been  
122 improved dramatically. All of the archival information is now available and it is  
123 hoped that this information will make it easier for States to update their  
124 information for the next round of assessments. Contacts for each question are  
125 available from last round as well as an aid to making new assignments for the  
126 next round.

127  
128 Indiana and Texas are going to be the first to use the updated STRAP. They will  
129 be done under the 2012 Advisory. NHTSA is planning to implement the new  
130 Advisory immediately after those two States are done so that they can perform all  
131 of the new round of assessments using the updated Advisory. The Advisory  
132 update has been available for public comments and it is ready for executive-level  
133 approval and implementation.

134  
135 The process for assessments is going to change to allow for two in-person  
136 meetings; one to kick off the assessment and a second to present the final  
137 assessment results.  
138

139 Kathleen asked if Indiana and Texas are the last of the current round of  
140 assessments or the beginning of the next round. Luke said they are the beginning  
141 of the new round.

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Kathleen asked if the Injury Surveillance section will be shorter. Luke said that there were some serious trade-offs.

Luke said that NHTSA has changed the cooperative agreement with ATSIP to recognize the costs of maintaining ANSI D16.1. Added \$10,000 for the next 3 years to cover ANSI fees and other associated costs.

MMUCC 5<sup>th</sup> Edition is out. They are looking at putting out an IEPD and it would help if States asked for it.

The deadline is 18 months away for States to match to the serious injury reporting attribute for Serious Injury A from MMUCC 4<sup>th</sup> and 5<sup>th</sup> editions. NHTSA recommends that States adopt the entire injury scale, not just modify the A-level injury definition.

Please use DOT TRCC website as a resource.

The CDIP and GO Team programs are active. The contract year ends in March for GO Teams. The amount available depends on the year of the Assessment cycle. Get your requests in and NHTSA is ready to fund things. Juliet Little asked if GO Teams can be used for IT assistance. Luke answered that it would just depend on the request, but the GO Team assistance can be used for some IT-related tasks.

d. TRB: Bernardo Kleiner sent the following report via email:

For this year’s TRB Annual Meeting, over 13,000 registered, more than 800 sessions and workshops, and more that 550 meeting. Hopefully something in there for everyone! Note, next year we push back out to mid January 13-19, 2019. We have a number of sessions looking at safety information from different perspectives. Below are just a few I pulled out that may be of interest. See the full [Online Interactive Program](#) or download the mobile app for more.

Type	Event #	Title	Date/Time
Workshop	152	State and Local Safety Data Integration	Sunday, 1:30PM 4:30PM
Lectern	226	Rural Road Safety Research: Practical Applications	Monday, 8:00AM 9:45AM
Meeting		Truck and Bus Data Subcommittee, ANB70(4)	Monday, 1:30PM 3:15PM
Meeting		Safety Data Subcommittee, ABJ20(1)	Tuesday, 12:15PM 1:15PM

Meeting		Safety Data, Analysis, and Evaluation Committee ANB20	Tuesday, 1:30PM 5:30PM
Meeting		Transportation Safety Management Committee ANB10	Wednesday, 8:00AM 12:00PM
Lectern	817	Analysis of International Road Safety Data	Wednesday, 10:15AM 12:00PM
Lectern	848	National Highway Traffic Safety Administration's Data Systems and Vehicle Safety Research	Wednesday, 2:30PM 4:00PM

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We also have a few other events in 2018 that may be of interest. [View the online Calendar](#) for more on these and other events:

**TRB Webinar: Data Management and Governance Practices at Transportation Agencies,**  
February 26, 2018

**12th Access Management Conference**  
July 17-19, 2018  
Madison, Wisconsin

**National Household Travel Survey (NHTS) Data for Transportation Applications Workshop**  
August 8-9, 2018  
Washington, D.C.

- e. GHSA: Jonathan Adkins presented on the new cooperative research program. Kathleen Haney has sent out an email with the presentation as an attachment.
- f. NSC: No report
- g. ITE: Steven Lavrenz said that ITE is rolling out its Road Safety Professional Certification this Summer. It will be a two-tiered level; generalist plus some topic specific focus areas. They plan to have a special topic on safety data. They are working with an external vendor to develop those questions. The questions are being vetted now.  
  
Vision Zero Task Force has focused on the Safety Resources Tool Box. They are up to approximately 700 resources listed. For 2018, the task force is going to focus on a data driven speed management primer.  
  
They are working with FHWA on webinars on safety data. February 27<sup>th</sup> they will hold a webinar on the safety resources toolbox. They are working on a Safety Data Governance Workshop coming soon as well.  
  
ITE Safety Council is meeting during TRB (on Sunday afternoon).

220 The ITE Annual Meeting August 20-23 in Minneapolis, MN. They received just  
221 under 400 abstracts for presentations and are reviewing those now. They will  
222 definitely have focus areas on Vision Zero and Safety Data.

223  
224 Bob Scopatz asked if the definition of safety data for ITE’s certification efforts  
225 includes data sources beyond crash, roadway inventory, and traffic volume. Steve  
226 and Kathleen Haney talked about setting up a meeting to discuss possibilities for  
227 ATSIP membership to participate.  
228

229 h. Road to Zero (Kathleen Haney)

230 Kathleen said that NSC has implemented the Road To Zero coalition. ATSIP has  
231 not joined and Kathleen asked how the Executive Board felt about joining. Eric  
232 Tang said that there’s no cost for joining and there is no harm in joining. Luke  
233 Johnson said that joining would increase the visibility of ATSIP and it would help  
234 the Road To Zero gaining perspective on traffic records. Rhonda Stricklin agreed.  
235

236 **MOTION**

237 **Eric Tang moved that ATSIP become a member of the Road To Zero**  
238 **Coalition.**

239 **Chris Osbourn seconded.**

240 **Motion Approved**  
241

242 7. ANSI D16 (Jill Hall, Joan Vecchi)

243 Jill Hall said that the D16 standard was approved on December 18<sup>th</sup> 2017 and has now  
244 been published. ANSI has offered to edit/proofread/produce for \$150/hour. They have  
245 two levels of service—editing only or editing and production. If we want ANSI to handle  
246 distribution, that’s an extra fee. As a federally supported document, we cannot charge for  
247 copies of the standard. Jill said it would cost \$1,050 to have ANSI get the document  
248 ready for publication. If we do limited runs of hardcopy, we can take it to Staples for \$23  
249 per copy, with volume discounts possible if we do large production runs. Jill said she will  
250 double-check to make sure that, if we hand over production to ANSI, we can still make  
251 the PDF available through ATSIP for free. Bob Rasmussen said that we had originally  
252 discussed sending hard copies to each State and the principle supporters at no cost to the  
253 recipients.  
254

255 Dave Bozak asked if we can get custom logo thumb drives with ANSI D16. Luke said  
256 that he would have to check to see if federal funds can be used to create thumb drives for  
257 distribution.  
258

259 Kathleen will set up a conference call with Jill Hall, Cory Hutchinson, and herself to  
260 discuss how many copies to print and the ANSI production process (cover, etc.).  
261

262 **MOTION**

263 **Rhonda Stricklin moved to pay ANSI to perform editing and proofreading to**  
264 **generate a production-ready document of the ANSI D16.1 standard.**

265 **Chris Osbourn seconded.**

266 **Motion Approved.**  
267

268 Joan Vecchi and Jill are preparing for the ANSI audit. They aren't being paid for those  
269 efforts. Cory Hutchinson volunteered to lead a committee for the production of the ANSI  
270 D16 document. Jill Hall and Luke Johnson will serve on the committee to choose a  
271 vendor and handle storage and distribution, mailing, etc.  
272

273 8. 2<sup>nd</sup> Vice President's Report: Chris Osbourn  
274 See 2018 Forum agenda item  
275

276 9. Committees:

277 a. Membership (Bob Rasmussen)  
278 No new member requests this period.  
279

280 b. Best Practices (Patrick Dolan, Juliet Little)  
281 Patrick Dolan reported that they are waiting to get started.  
282

283 c. Awards (Eric Tang)  
284 Eric reported that he would like to start the nomination process earlier this year.  
285 In August we said we would vote on the language on the travel allowance. Bob  
286 Rasmussen will finalize the document for a vote in February.  
287

288 d. Executive Director (Kathleen Haney)  
289 Kathleen said that we were not able to arrange in-person interviews in time for  
290 today's meeting. We are ready to get the application posted. It will go onto the  
291 ATSIP website and to various venues that Luke has suggested.  
292  
293 Chris Osbourn asked how we will conduct the screening and interviews. Kathleen  
294 said that the subcommittee will perform initial screening and then the ATSIP  
295 Officers will conduct the interviews.  
296

297 e. Newsletter (Dave Bozak)  
298 Dave said he really needs input to support producing a quarterly newsletter, as  
299 planned. Kathleen suggested we might want to promote the Executive Director  
300 position if we can do a newsletter soon enough.  
301

302 Dave suggested we could reach out to the State TRCCs and ask them to tell us  
303 what's going on/best practices. Luke Johnson said we could do it in coordination  
304 with the outreach subcommittee. Eric Tang said that we have the TRCC  
305 subcommittee and the Data Integration subcommittee and could use both of those  
306 to mine for good items for the newsletter.  
307

308 f. TRCCs (Rhonda Stricklin)  
309 The TRCC subcommittee has not held phone calls. She and Joe McCarthy have  
310 discussed the possibilities for the data integration subcommittee effort by having  
311 Joe sit in on the next TRCC subcommittee.  
312

313 Rhonda would like to have a planning call internally in January and shoot for a

314 date soon after to hold the next TRCC outreach call. Rhonda also agreed that it'd  
315 be a good idea to include the TRCC calls as a source for newsletter items.  
316

317 g. ANSI Standards Review Committee (Tim Kerns)  
318 Tim said that ANSI has a prescribed list of job/person types on the review  
319 committee. We have some volunteers but do need to fill some slots such as data  
320 collector member of the board. Cory Hutchinson said he can serve as the board  
321 data collector.  
322

323 h. Policy and Procedures (Cory Hutchinson)  
324 Cory Hutchinson agreed to chair the Policy and Procedures subcommittee.  
325  
326

327 10. Future Forums:

328 a. 2018 Forum (Chris Osbourn)  
329 Our sponsorship information for the vendors is ready. Karla Houston will lead  
330 that coordination at least until we hire an Executive Director. We plan to have 40  
331 90-minute sessions and 10 60-minute sessions. We may adjust the numbers of  
332 portions for breakfasts and breaks to keep the costs down. We will open  
333 registration on February 5<sup>th</sup> and open for abstract submissions on February 12<sup>th</sup>.  
334 We have new logos and have already used them on the Facebook page, they will  
335 go out on the ATSIP and Forum websites soon. Luke asked if we should consider  
336 using more 60 minute sessions and fewer 90 minute sessions. For a premium  
337 give-away, we are looking at giving out a blanket with the ATSIP logo—it's a bit  
338 costly but we are looking to see if we can afford it. We are working with Andi  
339 Bill as a liaison and she's helping us make contacts with various agencies. We  
340 want to include a save-the-date luggage tag to promote the 2019 Forum in Austin.  
341 There is local swag that we can get from Milwaukee businesses to include in the  
342 bags.  
343

344 We are going to work with Rhonda's TRCC outreach group. There's a group  
345 representing highway patrols across the country and we'll be reaching out to  
346 them. For photographers, we can use graduate students from the University of  
347 Wisconsin.  
348

349 We are thinking about using banner stands instead of the foam boards and easels  
350 outside of each room. The banner stands can be updated each year. Chris said he  
351 could store them in his offices between Forums. Rhonda asked if we have to order  
352 replacement banners too far in advance for them to be practical for re-use. Chris  
353 said that we can get them printed from multiple sources in advance of the Forum.  
354

355 Do we want to have a band for the opening reception? No.  
356

357 Wisconsin Highway Patrol will serve as the color guard. The DOT director will  
358 do the welcome. The Secretary of DOT will give the "things to do" speech. David  
359 Noyce will give a presentation on autonomous vehicles.  
360



361                   b. 2019 Forum (TBD)  
362                   Kathleen announced that we need a program chair to take on the 2019 Forum.  
363                   Traditionally that has been the job of 2<sup>nd</sup> Vice President, but we can wave that  
364                   requirement.  
365

366           11. Old Business  
367               None  
368

369           12. New Business  
370               a.       Approval of TSASS base contract  
371

372               **MOTION**  
373               **Cory Hutchinson moved to approve the TSASS base contract for February 1, 2018-**  
374               **January 31, 2019.**  
375               **Eric Tang seconded.**  
376               **Motion Approved**  
377

378               The Executive Board will take up the issues related to ANSI and other additions to the  
379               TSASS support during the February meeting.  
380

381               b.       Dan Briscoe-meeting support  
382

383               Dan has worked with ATSIP over 5 years securing the various venues. He created his  
384               own company to do the work he's always done for us under his previous company.  
385               Hotels have become very aggressive adding on fees to increase their revenues. It is  
386               helpful to have a intermediary available to look at the proposals and push back against  
387               the rising fees.

388               Kathleen said that we are going to hire an Executive Director and anticipate that person  
389               having at least some conference planning experience. We want that person to have the  
390               chance to use their experience.

391               His proposal to us is no cost to ATSIP. ATSIP tells him what we want, narrowing down  
392               the list to the locales and hotels of interest. His contract would be to get us a better deal.  
393               ATSIP will make the final decisions. He negotiates the contract with the hotel on our  
394               behalf.  
395

396               Ralph Zimmer asked if originally, we signed a contract for Helm's Briscoe. Dan said that  
397               there was no contract. We have never received a bill for the service and we wont receive  
398               a bell from Dan's new company either. He assured the Executive Board that Helms –  
399               Briscoe is on board with him supplying services to ATSIP. Alternatives are that there is a  
400               non-compete clause to control who can call which contracts. ATSIP is Dave's contract  
401               but we can check with. We are not obligated to use Dave's company. There are literally  
402               hundreds, if not thousands doing the same work.  
403

404               We need to change our process to visit the hotel venue *before* we sign the contract. We  
405               are at a disadvantage if we visit only after the contract is signed. We could send the  
406               Executive Director on site visits, or use the forum planning committee.

407  
408       **Motion**  
409       **Rhonda Stricklin moved that we sign the non-binding Agent-of-Record with Dan**  
410       **Crane.**  
411       **Juliet Little second.**  
412       **Motion approved.**  
413       Chris Osbourn stated that he wants to go on record as having voted against this motion.  
414       c. Possible Constitutional Amendments:  
415               i. de-couple the 2<sup>nd</sup> Vice President from the Program Chairperson role.  
416               ii. move to 2-year terms for officers  
417

418       **13: Next meeting February 21, 2018, 1 PM Central Time (Virtual Meeting)**  
419

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421  
422       14. Adjourn

423       **MOTION**  
424       **Eric Tang moved to adjourn**  
425       **Kellee Craft seconded**  
426       **Motion Approved**  
427

428       Kathleen Haney adjourned the meeting at 4:01 PM Eastern  
429

430  
431       Submitted as Draft for review on 01062018 by Robert A. Scopatz, Secretary  
432       Final as approved by a vote of the ATSIP Executive Board on 2/21/2018