



ATSIP Executive Board Meeting
Via webinar/teleconference

April 18, 2018 2:00 PM Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

ATTENDANCE:

- Kathleen Haney: President, Minnesota, State DPS
- Cory Hutchinson: 1st Vice President, Louisiana, university researcher
- Chris Osbourn, 2nd 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, Pd’ Programming (absent)
- Juliet Little, Connecticut, State DOT
- Joe McCarthy, Colorado, consultant
- Rhonda Stricklin, Alabama, university researcher
- Eric Tang, District of Columbia, consultant
- Sladjana Oulad Daoud, California, DMV (absent)

Non-voting attendees:

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

1. Call to Order, Attendance/Quorum, Introductions
Bob Scopatz announced a quorum at 2:03 PM Eastern
Kathleen Haney called the meeting to order at 2:03 PM Eastern
2. Approval of Minutes from March 21, 2018 Executive Board Meeting
Kathleen Haney sent the 03212018 minutes as Draft for Approval on 04/17/2018.

MOTION

Patrick Dolan moved to approve the minutes from the March 21, 2018 Executive Board Meeting as amended and distributed on 04/17/2018
Chris Osbourn seconded
Motion Approved

3. Liaison Reports:

48 a. FMCSA: Scott Valentine said that the agency has completed 2018 high priority
49 grant program posting. You can search for it online. Closing date is May 21,
50 2018. There are sections on data quality and other safety initiatives. They are
51 working with NHTSA on MMUCC 5th Edition efforts. They are starting the
52 implementations on updates to the IT systems at FMCSA to replace the 30-year-
53 old crash data standard with the MMUCC standard. Scott will be presenting on
54 the grants program in Orlando next week at the MCSAP Planning/PRISM
55 Conference. Scott provided the following information following the Executive
56 Board meeting:

57 **Webinar next Wednesday April 25, 3pm-4:30 (Eastern):**

58 **MCSAP and High Priority Update**

59
60 This session will provide a general overview of the MCSAP and High Priority (HP) grant
61 programs and a look ahead to the FY 2019 planning and application process. An overview of the
62 FY 2018 HP project categories will be provided. *This session will be webcast. Click to Register:*
63 <https://attendee.gotowebinar.com/register/2311405828194537731>
64
65
66
67

68 b. FHWA: Bob Pollack said that FHWA is planning to submit its TR Forum
69 abstracts soon. There are several that will come in as part of the general USDOT
70 submission via Luke.

71
72 c. NHTSA:
73 Luke Johnson said that NHTSA is coordinating the USDOT submissions. He is
74 still waiting for some final edits and plans to send them in in the next day or so.
75

76 d. TRB: no report
77

78 e. GHSA: no report.
79

80 f. NSC: No report.
81

82 g. ITE: Bob Scopatz said that the advisory panel is meeting this week and that the
83 specific content (level II) exam development is going to start soon with Cindy
84 Burch representing traffic records in general.
85
86

87 4. Past President's Report: Allen Parrish
88 Kathleen said that the Board voted on the nominations committee consisting of Allen
89 Parrish (Chair), Rhonda Stricklin, Pete D'Oronzio, and Eric Tang. The board voted to
90 approve the three committee members.
91 Rhonda Stricklin gave the report on the nominations process as provided to her by Allen.
92 Allen reported that we had two incumbents who have agreed to be on the ballot for
93 another term (Shane Bates and Joe McCarthy). Then, the committee reviewed
94 membership applications to contact people who had indicated they were interested in

95 volunteering. They reached out to the ATSIP Executive Board asking if we should
96 include more than one person per slot on the slate. The feedback led to them putting
97 together the proposed slate. The email from TSASS went out to the entire membership
98 this past Monday and the slate is posted on the ATSIP website. The period to petition to
99 add others to the slate is open now. If no additional names are added, this slate will
100 become the ballot that will go out in July.

102 Rhonda said that she hopes having a broader slate will encourage more voting. Eric Tang
103 asked if we have a tie-breaking procedure in place.

104 5. 1st Vice President's Report: Cory Hutchinson

105 Cory Hutchinson said he is mainly working on the new Executive Director position. He
106 sent out an email of the tracking spreadsheet adding the 60 additional names.

108 6. Treasurer's Report: Bob Rasmussen

109 Bob Rasmussen presented the March 31, 2018 treasurer's report. A copy of the report is
110 appended to the members' copy of these minutes. We collected dues income and had
111 some PayPal expenses in the operating account. There has been income in the Forum
112 account based on sponsor payments and registrations. NHTSA has reimbursed our ANSI
113 payments. The costs of the TSASS contract, our Executive Director search, and the
114 Forum charges for 2018 are in the report.

116 Bob Rasmussen said that our taxes are being worked on by the tax preparer. He expects
117 to hear the final in May.

119 **MOTION:**

120 **Bob Scopatz moved to accept the March 31, 2018 Financial Report.**

121 **Joe McCarthy Seconded.**

122 **Motion Carried**

124 7. TSASS Update (Jill Hall, Joan Vecchi)

125 Kathleen Haney said that this item will include ANSI D16 and TSASS. Jill Hall said that
126 the ANSI audit will be in August of next year. There will be a charge for that and Jill will
127 let Bob Rasmussen know what that cost will be.

128 Kellee Craft said that the numbers of registrations is at 69 (including vendors that have
129 supplied attendee information). 45 of those paid now, and the rest are deferred. Kathleen
130 reminded the Board that we approved the general contract for TSASS, but never finalized
131 the decisions on the additional work. Kathleen will send that out in advance of May's
132 meeting.

133 Kellee asked for updated bio information from the Board members. Some of the
134 information is out of date.

136 8. 2nd Vice President's Report: Chris Osbourn

137 no report.

139 9. Committees:

140 a. Membership (Bob Rasmussen)
141 There were three new member requests this period: Thomas Gwinn, Jamie
142 Duskocil, and Captain Robin Schmutz all of the Ohio Department of Public
143 Safety. All are applying at the member level.

144
145 **MOTION**

146 **Rhonda Stricklin moved to accept at the Member level.**

147 **Cory Hutchinson seconded.**

148 **Motion Carried**

149
150 Jill Hall said that she believes the new memberships are due to the ANSI letter
151 that went out.

152
153 b. Best Practices (Juliet Little and Patrick Dolan)
154 Juliet said there is no news yet—we haven't closed the submissions yet.

155
156 c. Awards (Eric Tang)
157 Eric Tang said that they have received no nominations yet. The deadline is May
158 4th. We may have to keep nominations open for a bit longer—last year we kept it
159 open until June and still had time to order the award plaques.

160
161 Kathleen mentioned that the Award Policy vote will be deferred until the May
162 meeting. The proposal for the Scott Falb Exceptional Service Award policy was
163 sent yesterday—please send any suggested changes to Bob Rasmussen.

164
165 d. Executive Director (Kathleen Haney)
166 Kathleen Haney said we plan to meet next Wednesday at 1:30 to review the
167 remaining candidates.

168 e. Newsletter (Dave Bozak)
169 Kathleen thanked Dave Bozak and Kellee Craft for getting the newsletter out.

170
171 f. Outreach (formerly TRCCs) (Rhonda Stricklin)
172 Rhonda Stricklin said that the committee hasn't had another webinar since the last
173 meeting. They have a webinar planned for the Data Integration committee for
174 April 27th. They will be talking about the CDC/NGA learning lab and the
175 CDC/MITRE project on crash data. If you would like to attend and did not get the
176 email invitation, let Rhonda know and she will forward it to you.

177
178 We can use the calls and webinars to promote the Forum and ATSIP. Rhonda said
179 she plans to schedule at least two more webinar calls before the Forum.

180
181 g. ANSI Standards Review Committee (Tim Kerns)
182 Kathleen said she will ask Tim to set up a separate meeting to discuss.

183

184 h. Policy and Procedures (Cory Hutchinson)
185 No new policies to discuss.
186

187 10. Future Forums:

188 a. 2018 Forum (Chris Osbourn)

189 Chris Osbourn said that he and Jamie completed the site visit. Some new items
190 this year are: 1) additional events outside of the conference: CIREN center and
191 crash test on Wednesday afternoon—space is limited to 130 so register early; 2)
192 Harley Davidson Museum for an evening event on Monday. We are going to have
193 door prizes and food in the exhibit hall. Trying to get some of the local team
194 mascots so people can get pictures with them. The preliminary outline of the
195 agenda will go to Kellee this week. Abstract submissions are supposed to close
196 this Friday. We may extend it depending on how many have been received by the
197 deadline. Chris would like to be able to contact the board members before and
198 during the Forum—he would like to put together a directory. They met with the
199 AV company, the Visit Milwaukee Company, and the Exhibit company. Planning
200 is going well and the logistics issues are resolved. If anyone has ideas for
201 additional sponsors or exhibitors, let Chris and Jamie know.

202 Kathleen asked if there's an additional cost to attendees for the Harley Davidson
203 night. Chris said that there will be no extra cost to attendees. He's hoping to get a
204 sponsor for it. It's about a one mile walk, but we are looking to get shuttles
205 arranged as well.
206

207 Rhonda Stricklin said that she has three abstracts to submit by Friday. She asked
208 if there's a sponsor for the crash test. Chris said that he doesn't have a sponsor for
209 that yet.
210

211 Chris said that the hotel layout is central atrium style. The meeting rooms are fine.
212 We do have some separate floors. There's also a room on the 21st floor with a
213 great view of the city—we'll hold some of our meetings up there. One challenge
214 for us that the exhibitors will be split into two areas (atrium and an adjacent side
215 room). It's not ideal, but we will make it work by placing the food appropriately
216 to get traffic flowing. We are going to have a passport book and if you get a stamp
217 from every vendor, you'll be entered in the prize drawing. We'll also schedule the
218 mascots for that room.
219

220 Cory Hutchinson asked if there will be training on Sunday. Chris said that there is
221 room on the schedule. We are going to put the ANSI and MMUCC sessions on
222 Sunday as well. We have to end the conference just a bit early on Wednesday to
223 allow for the crash test.
224

225 Chris said that he has an outline of the time blocks but none of the presentations
226 have been placed into that yet.
227

228 b. 2019 Forum in Austin, TX (TBD)

229 Kathleen said that Juliette Little has agreed to run for 2nd Vice President and serve
230 as the Forum Program Chair. She will be working alongside Chris and Jamie to
231 learn what needs to be done.

- 232 11. Old Business
233 None
234
- 235 12. New Business
236 None
237
238
- 239 **13: Next meeting May 16, 2018 2 PM Eastern Time (Virtual Meeting)**
240
- 241
- 242 14. Adjourn
243 **MOTION**
244 **Eric Tang moved to adjourn**
245 **Shane Bates seconded**
246 **Motion Approved**
247
- 248 Kathleen Haney adjourned the meeting at 3:04 PM Eastern
249
- 250
- 251 Submitted as Draft for review on 04182018 by Robert A. Scopatz, Secretary
252 Submitted as Draft for approval with corrections submitted through 05142018 by Robert A.
253 Scopatz
254 Approved by a vote of the Executive Board on 05/16/2018