



ATSIP Executive Board Meeting  
Via Conference Call

September 19, 2018, 2 PM Eastern, 1 PM Central, 12 PM Mountain, 11 AM Pacific

**ATTENDANCE:**

- Cory Hutchinson, President, Louisiana, Highway Safety Research Group
- Chris Osbourn, Vice President, Tennessee, Department of Safety and Homeland Security
- Juliet Little, 2nd Vice President, Connecticut, State DOT
- Bob Scopatz, Secretary, Minnesota, consultant (absent)
- Kathleen Haney, Immediate Past President, Minnesota, State DPS
- Kellee Craft, Ohio, TSASS consultant
- Patrick Dolan, Tennessee Department of Safety and Homeland Security, Co-Parliamentarian
- Pete d’Oronzio, Colorado, Pd’ Programming
- Karla Houston, Louisiana, Traffic Record Coordinating Committee
- Joe McCarthy, Colorado, consultant
- John McDonough, National Institute for Safety Research Inc.
- Rhonda Stricklin, Alabama, university researcher
- Eric Tang, District of Columbia, consultant
- Sladjana Oulad Daoud, California, DMV

**Non-Voting Attendees:**

- Jill Hall, TSASS
- Luke Johnson, NHTSA
- Lloyd Jones, TSASS
- Robert Pollack, FHWA
- Ralph Zimmer, Co-Parliamentarian

1. Call to Order, Attendance/Quorum, Introductions  
Cory announced a quorum at 1:02 PM Central  
Meeting to order called at 1:03 Central
2. Approval of Minutes from August 12, 2018 Executive Board Meeting  
Bob Scopatz sent the August 12, 2018 minutes as Draft for Approval on August 24, 2018.  
Kathleen requested the following corrections:  
Line 10 - Bob Scopatz attended the meeting  
Line 39 and 40 – Change Eastern time to Central time

**MOTION**

**Eric Tang moved to approve the minutes of the August 12 Executive Board Meeting with changes on September 19, 2018.**

**Joe McCarthy seconded.**

**Motion carried.**

3. Past President’s Report: Kathleen Haney  
No report.

45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85

4. 1<sup>st</sup> Vice President Report: Chris Osbourn  
Chris reported that most of the bills for the 2018 Forum are paid and that funding by NHTSA is yet to be received. Dan Crane with Helms Briscoe is in the negotiation phase on a contract with the Nashville Renaissance Hotel for the 2020 Forum. The contract will be prepared for the next month meeting.

Chris discussed the TSASS proposal in the amount of \$13,050 to enhance the registration and abstraction submission systems and to redesign the Trafficrecordsforum.org website. Karla asked if the abstract submission will prompt a person to register for the Forum. Kellee said that a reminder was put in place to register for the 2018 Forum. Rhonda asked if we will be able to see some of these changes in advance. Cory asked if these changes will be completed before the next Forum. Lloyd said that TSASS will come up with some sample templates for the ATSIP websites and share them with ATSIP before the next meeting. Changes to the website will be completed subsequently.

**MOTION**

**Chris moved to approve the entire TSASS proposal.**

**Patrick Dolan seconded.**

**Motion carried.**

Chris mentioned that it would be good to have some version of an annual report about ATSIP, not too extensive. This document could be used to tell the ATSIP story and could be delivered to ATSIP Members and Forum Attendees.

Rhonda suggested for the upcoming Forum in Austin Texas, it will be good if more people would review the contract with Renaissance hotel. Chris wants this review process to be established by the sub-committee for the Forum. As in past years, Bob Rasmussen will also review the contract.

5. 2<sup>nd</sup> Vice President's Report: Juliet Little (2019 TRF)  
Juliet reported on the 2019 Forum preparations. The Bullock museum is on hold for a possible Monday night Forum event. She suggested not having bags for the Forum and to printing only a few/10 paper copies of the program. These ideas will be further discussed at the Program Chair Committee Meeting. Juliet is in contact with the Texas Transportation Institute and Cory offered to help.

Juliet is still determining the timing and budget for a site visit to review hotel in Austin and the Bullock Museum. Kathleen believes that site visits were voted to be pre-approved by ATSIP and she will check meeting noted to confirm.

86 Treasurer's Report: (Chris Osborne on behalf of Bob Rasmussen)

87

88 A copy of the financial report is appended to the member copy of these minutes.

89

90 **MOTION**

91 **Chris reported on the August 31, 2018 financial statement report and moved to approve**  
92 **the Treasurer's Report.**

93 **Pete d'Oronzio seconded.**

94 **Motion carried.**

95

96 6. Liaison Reports:

97

98 a. FMCSA: no report.

99

100 b. FHWA: Bob Pollack thanked Chris and Kellee for sharing the evaluation reports for  
101 sessions.

102

103 c. NHTSA: Luke Johnson commented that surveys were great and asked Kellee to send  
104 him all Federal session surveys. He reported that NHTSA will release soon 2017  
105 FARS data. The Traffic Records Assessment is updated with three options being are  
106 offered. Regional Offices will have this information.

107

108 Juliet inquired if NHTSA plans to update the MMUCC 4 references in the brochure  
109 on linking traffic record data systems to MMUCC 5. Luke replied that this may be  
110 possible.

111

112 d. TRB: no report.

113

114 e. GHSA: no report.

115

116 f. NSC: no report.

117

118 g. ITE: no report.

119

120 7. Committees:

121

122 a. **Membership Committee (Cory Hutchinson filling in for Bob Rasmussen):**  
123 New membership applications were received for Sean Lynn, GIS Project Manager,  
124 Washington College, and William Williams, Georgia Department of Transportation.  
125 They applied at the member level.

126

127 **MOTION**

128 **Eric Tang moved to accept both applicants at the member level.**

129

130 **Joe McCarthy seconded.**

131 **Motion carried.**

132

133 b. **Best Practices Committee:** no report.

134

135 c. **Awards Committee:** no report.

136

137 d. **Newsletter Committee (David Bozak):**

138 The ATSIP newsletter was recently sent out.

139

140 e. **Outreach Committee (Rhonda Stricklin)**

141 Rhonda shared that nothing is scheduled yet for outreach but she does have some  
142 topic suggestions for the TRCC and Integration Webinars. She will be adding names  
143 to her distribution lists from the Forum Roundtable Sign-In Sheets.

144

145 f. **Program Chair Committee (Karla Houston):**

146 Karla reported that the Committee wants to make it where the attendees choose to opt  
147 out, not opt into the communication list. She also said that only contact information  
148 that will be shared is email address along with the attendee's name, title, agency, and  
149 state. The Committee discussed sharing a pre-Forum registration list with vendors and  
150 the timing of the post-Forum opt-in list.

151

152 g. **ANSI Standards Review Committee (Tim Kerns):** no report.

153

154 h. **Nominating Committee (Kathleen Haney):**

155 Kathleen said that last year Board nominations were opened to members. This  
156 process worked well and she plans to continue with the same for this year.

157

158 **8. Future Forums**

159 a. 2019 Forum – Austin (Juliet Little) topic covered in 2<sup>nd</sup> Vice President Report.

160

161 b. 2020 Forum - Nashville (Patrick Dolan) is waiting on the contract from the  
162 Renaissance and looking at venues for an offsite event.

163

164 **9. Old Business**

165

166 a. Executive Director Position

167 Cory asked the Board to consider if they want to move forward with hiring an  
168 Executive Director. He said that the newly established Program Chair Committee can  
169 help Program Chair's organize the Forum. The Executive Director could focus on  
170 growing ATSIP, sponsorship, etc. Cory suggested that the Board discuss this further  
171 at the meeting during TRB in Washington DC, in January.

172

173 Kathleen advised that she feels strongly that the Board needs to go with this position.  
174 Cory said that he would like to go over the ATSIP expenses to determine if funds are  
175 available to support the Executive Director. Cory also said that the Program Chair  
176 Committee will be meeting on a monthly basis and asked if any other Members  
177 would like to participate in the Committee.

178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215

**10. New Business**

**a. Constitution Modifications**

Kathleen said that in a past meeting there were volunteers for a sub-committee focusing on the Constitution modifications, which included Kathleen, Pete, Patrick, Bob Scopatz, and Ralph. Ralph said that a modification for the Board to serve multi-year terms can be accomplished without the Constitution modifications. Patrick agreed to Chair this sub-committee and they will report at the next meeting.

**b. November ATSIP Executive Board Meeting**

The November Meeting scheduled for the 21<sup>st</sup> needs to be rescheduled because it falls on the day before Thanksgiving. A Doodle Poll will be sent to determine the best for the November Meeting.

**11. The next meeting October 17, 2018, 1PM CST**

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/213473229>

**You can also dial in using your phone.**

United States: +1 (646) 749-3122

**Access Code: 213-473-229**

**12. Adjourn**

**MOTION**

**John McDonough moved to adjourn**

**Patrick Dolan seconded**

**Motion Carried**

**Cory Hutchinson adjourned the meeting at 2:02 PM Central.**

Submitted as Draft for review on 10/11/2018 based on minutes supplied by Sladjana Oulad Daoud and Karla Houston.

Submitted as Draft for Approval reflecting changes through 10/11/2018.

Approved by a vote of the Executive Board on 10/17/2018