



ATSIP Executive Board Meeting
Via Conference Call

October 17, 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 (absent)
- Juliet Little, 2nd Vice President, Connecticut, State DOT
- Bob Scopatz, Secretary, Minnesota, consultant (absent)
- Kathleen Haney, Immediate Past President, Minnesota, State DPS (absent)
- Kellee Craft, Ohio, TSASS consultant
- Patrick Dolan, Tennessee Department of Safety and Homeland Security, Co-Parliamentarian
- Pete d’Oronzio, Colorado, Pd’ Programming (absent)
- Karla Houston, Louisiana, Traffic Record Coordinating Committee
- Joe McCarthy, Colorado, consultant (absent)
- 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:

- Bob Rasmussen, Treasurer, VDOT
- Ralph Zimmer, Co-Parliamentarian
- Jill Hall, TSASS
- Luke Johnson, NHTSA
- Lloyd Jones, TSASS
- Robert Pollack, FHWA (absent)
- Jim Davis

1. Call to Order, Attendance/Quorum, Introductions
Cory announced a quorum at 1:00 PM Central
Meeting to order called at 1:02 Central
2. Approval of Minutes from September 19, 2018 Executive Board Meeting
Bob Scopatz sent the September 19, 2018 minutes as Draft for Approval on October 15, 2018.

MOTION

Patrick Dolan moved to approve the minutes of the September 19 Executive Board Meeting.

Karla Houston seconded.

Motion carried.

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

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4. 1st Vice President Report: Chris Osbourn
No report.

5. 2nd Vice President’s Report: Juliet Little (2019 TRF)
Juliet reported that they had a conference call to discuss possible changes to the Austin Forum. Decisions on the changes have not been finalized and Juliet will update the Board on progress during the next meeting.

6. Treasurer’s Report: Bob Rasmussen
Bob Rasmussen presented the September 30, 2018 treasurer’s report. A copy of that report is appended to the members’ copy of these minutes.

MOTION

Kellee Craft moved to approve the Treasurer’s Report.

Sladjana Oulad Daoud seconded.

Motion carried.

7. Liaison Reports:
 - a. FMCSA: no report.

 - b. FHWA: no report.

 - c. NHTSA: Luke Johnson commented that NHTSA released the 2017 FARS data. Six out of nine States that are due for traffic records assessment opted for the STRAP Traffic Record Assessment. The remaining three States selected other options which are specified in the Federal Register.

 - d. TRB: Cory Hutchinson mentioned that Hadi called and is reserving a room for the ATSIP Board Meeting at TRB.

 - e. GHSA: no report.

 - f. NSC: no report.

 - g. ITE: no report.

8. Committees:
 - a. Membership Committee (Bob Rasmussen):
New membership application was received for Jessica Riley, Traffic Records

90 Program Coordinator, Office of Highway Safety Planning - Michigan State Police.
91 She applied at the member level.

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93 **MOTION**

94 **Eric Tang moved to accept the applicant at the member level.**

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96 **Patrick Dolan seconded.**

97 **Motion carried.**
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99 b. Best Practices Committee: no report.

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101 c. Awards Committee: no report.

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103 d. Newsletter Committee: no report.

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105 e. Outreach Committee: no report.

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107 f. Program Chair Committee (Karla Houston):
108 Karla reported that the Committee had a conference call. The committee wants to
109 have a robust support for the Forum. They are working on a job descriptions and are
110 trying to have representative for each data system. Cory said that anyone is invited to
111 participate in the monthly conference calls.

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113 g. ANSI Standards Review Committee: no report.

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115 h. Nominating Committee: no report.

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117 i. Constitution Committee (Patrick Dolan):

118 Patrick invited anyone who is interested to participate in the committee. The first
119 meeting will be in November, 2018.

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121 **9. Future Forums**

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123 a. 2019 Forum – Austin (Juliet Little)
124 Juliet is planning a site visit to see the hotel, museum, etc.
125 Juliet requested \$2,500 for up to 3 people for a site visit in December, 2018. In
126 addition to the site visit, Juliet is working on a venue for an offsite reception and a
127 draft of a logo.

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129 **MOTION**

130 **Patrick Dolan moved to accept the request.**

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132 **Kellee Craft seconded.**

133 **Motion carried.**

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135 b. 2020 Forum - Nashville (Patrick Dolan)

136 Patrick reported that they have contract signed with the Renaissance hotel.

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10. Old Business

- a. Cory will send four draft templates for our website redesign developed by TSASS. The Board is tasked with ranking the drafts and sending their preferences to Cory within two weeks.

- b. Executive Director Position
Cory wants to form a committee to make recommendations on the many unanswered questions regarding the Executive Director Position such as reporting structure, payroll, liability, etc. Also, it needs to be decided if a person or a consulting firm can perform this function. Kellee has the advertisement for the position (it is also posted on the ATSIP website), which will be shared with the Committee. Anyone interested in participating in this Committee should contact Cory. Patrick, Karla, Juliet, Rhonda, and Luke volunteered to serve on the Committee. Karla recommended that Chris and Pete may also be interested in serving on the Committee.

Luke added that NHTSA wants ATSIP to grow and this position would be a critical support for ATSIP as organization.

Cory will send a poll to determine the best time to host the first Executive Director Search Committee Call.

- c. Jill said that new ANSI document is on the ATSIP website.

11. New Business

12. The next meeting November 28, 2018, 1PM CST

13. Adjourn

MOTION
Eric Tang moved to adjourn

Patrick Dolan seconded

Motion Carried

Meeting adjourned at 1:39 PM Central.

Submitted as Draft for review on 10/17/2018 by Sladjana Oulad Daoud.
Submitted for approval on 11/27/2018 by Bob Scopatz
Updated with changes submitted through 11/27/2018
Approved as final by a vote of the ATSIP Executive Board on 11/28/2018