



ATSIP Executive Board Meeting
Via Conference Call

November 28, 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
- 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 (absent)
- Joe McCarthy, Colorado, consultant (absent)
- John McDonough, National Institute for Safety Research Inc.
- Rhonda Stricklin, Alabama, university researcher (absent)
- Eric Tang, District of Columbia, consultant
- Sladjana Oulad Daoud, California, DMV (absent)

Non-Voting Attendees:

- Bob Rasmussen, Treasurer, VDOT
- Ralph Zimmer, Co-Parliamentarian
- Jill Hall, TSASS
- Luke Johnson, NHTSA
- Lloyd Jones, TSASS
- Robert Pollack, FHWA
- Elise Simonsen, NGA

1. Call to Order, Attendance/Quorum, Introductions
Bob Scopatz announced a quorum at 1:07 PM Central
Cory Hutchinson called the meeting to order called at 1:07 Central
2. Approval of Minutes from October 17, 2018 Executive Board Meeting
Bob Scopatz sent the October 17, 2018 minutes as Draft for Approval on November 27, 2018.

Bob reported two small changes were emailed to him yesterday:

- 1) Spelling of ATSIP
- 2) Extra word in the first sentence of the 2019 Forum Report

MOTION

Kellee Craft moved to approve the minutes of the October 17th 2018 Executive Board Meeting.

Pete d’Oronzio seconded.

Motion carried.

- 46 3. Past President's Report: Kathleen Haney
47 No report.
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- 49 4. 1st Vice President Report: Chris Osbourn
50 No report.
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- 52 5. 2nd Vice President's Report: Juliet Little (2019 TRF)
53 Juliet reported that the site visit meetings with the hotel and the museum staff is next week.
54 There is a conference call set up with the visitor's bureau tomorrow (11/29). Juliet and Bob
55 Rasmussen have a call set up for tomorrow as well.
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- 57 6. Treasurer's Report: Bob Rasmussen
58 Bob Rasmussen presented the October 31, 2018 treasurer's report. All Forum expenses have
59 been paid. A copy of that report is appended to the members' copy of these minutes.
60
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62 **MOTION**
63 **Bob Scopatz moved to approve the October 31, 2018 Treasurer's Report.**
64 **John McDonough seconded.**
65 **Motion carried.**
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- 67 7. Liaison Reports:
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- 69 a. AAMVA: no report.
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71 b. FMCSA: no report.
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- 73 c. FHWA: Bob Pollack said that he will prepare a report for the January meeting at
74 TRB.
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- 76 d. NHTSA: no report.
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- 78 e. TRB:
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- 80 f. GHSA: no report.
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- 82 g. NSC: no report.
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- 84 h. ITE: no report.
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- 86 i. IACP: no report
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- 88 j. NGA: Elise Simonsen said that NGA is hosting a webinar with the CDC and multiple
89 State participants about the Links Guide and Learning Lab. She offered to share the

90 link to participate. Bob Scopatz said he can send out the meeting invitation if NGA
91 sends it to him today.

92
93 k. TRB: no report.
94

95 8. Committees:

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97 a. Membership Committee (Bob Rasmussen):
98 No new member applications this month.
99

100 b. Best Practices Committee: no report.

101
102 c. Awards Committee: no report.

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104 d. Newsletter Committee: no report.

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106 e. Outreach Committee: no report.
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108 Program Chair Committee (Karla Houston):
109 Karla submitted the following written report:

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111 The Program Chair Committee met on November 7.

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113 1. Karla presented a Forum Committee Structure draft for
114 discussion with the following positions:

115 i. Outreach Committee assists with Membership &
116 TRCC outreach.

117 ii. Program Committee assists with data system
118 topics and speakers, this includes plenary and
119 session speakers.

120 iii. Volunteer Committee assists as needed with
121 Forum volunteer coordination

122 iv. Public Relations helps with Forum
123 communications, printed items, sponsor
124 recognition, Forum signage, the program (printed
125 and the app).

126 v. Events & Registration Committee, helps
127 coordinate registration and Forum events such as
128 the opening sponsor reception.

129 vi. Vendor Committee, which works with and recruits
130 vendors.

131 vii. Hotel Committee that helps with rooms, set up,
132 food, beverages, etc.

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- 2. Positions and Job Descriptions – the Committee is working on developing duties and descriptions for each the above Committees.

- 3. Our next meeting has been postponed due next week’s Austin site visit.

- f. ANSI Standards Review Committee: no report.

- g. Nominating Committee: Kathleen Haney said that she plans to open nominations as we did last year. She asked for volunteers to serve on the Nominating Committee and she will present those names.

Ralph Zimmer said that the committee must consist of three people, plus the chair. One representative from each of the regions.

- h. Constitution Committee (Patrick Dolan):

Patrick Dolan reported that he is going to set up a meeting in December. Kathleen Haney, Ralph Zimmer, Cory Hutchinson and Bob Rasmussen have expressed interest.

- i. Executive Director (Cory Hutchinson)
Cory reported that we are finalizing the job description and plan to have that and the list of where we will advertise the position after the January meeting. The group will meet December 12th.

9. Future Forums

- a. 2019 Forum – Austin (Juliet Little)
Juliet said that she had nothing more to add.

- b. 2020 Forum - Nashville (Patrick Dolan)
Patrick reported that we have identified places for the reception on Monday night. We will review those and select one. The committee will begin regular meetings in January 2019.

Cory and Bob Rasmussen discussed the concern over expenses for an off-site reception. Cory asked Patrick to come up with a cost for that event so we can look at it and make sure we have the funding to do it. Patrick said he will look for a sponsor for the event, but knows that we tried to find a sponsor last year and were not successful.

Chris Osbourn said that the cost of running the forum is continuing to rise each year.

178 We have discussed raising the registration fee to make sure we cover the base costs.
179 We may need to reduce the number of complementary registrations as well because
180 those are costing us more than we get from the vendors for their participation. For
181 example Bronze level brings in \$2,600 and we give them 4 comp'd registrations, with
182 meals. We probably only get about \$1,000 from the sponsor after all the incentives.
183

184 Cory said that he will share his spreadsheet he put together with information from
185 Bob Rasmussen comparing the forum costs and income by categories. We can take a
186 good look at that.
187

188 10. Old Business

- 189
- 190 a. Our meeting room is set for Room 141 Convention Center. 9 AM to 5 PM, Saturday
191 January 12th 2019. Cory will send an email.
192
 - 193 b. Website voting results are in. It was close between Option 2 and Option 3. For the
194 ATSIP.org Option 2 had 9 first place; Option 3 had 4 first place votes and 4 second
195 place votes. For the Traffic Records Website, Option 3 won. Cory will communicate
196 the decisions to TSASS for implementation.
197

198 Pete d'Oronzio said that one of the parts of the website had links and references to
199 social media. He suggested that we need to be careful not to spread ourselves too thin
200 so that we can be sure to maintain them. Cory said that the same applies to the
201 rotating pictures to make sure we keep that refreshed.
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203 Lloyd Jones said that we would remove any icons for the social media platforms we
204 don't already have. We can also keep the pictures up to date more easily than we can
205 keep the current sites updated now. It should save us time.
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207 Chris Osbourn said that he wasn't really a fan of Option 2, but since we're going with
208 that, can we reduce the level of wasted/white space? Lloyd said he would take a look
209 and see what he can do.
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211 John McDonough suggested that perhaps we should look at Options 2 and 3 and
212 make a final decision given the discussion. Would it be okay to take another look?
213 Cory asked Lloyd to see if he can tweak Option 2 and Option 3 to see what it might
214 look like with a more final look and we'll look at them in January? Lloyd said he
215 could have this ready for us to review at the meeting during TRB. Some of the earlier
216 discussion point was that Option 2 seemed to have more opportunity to talk about the
217 organization versus more graphics-intense approach in Option 3. It's definitely worth
218 discussing at the January meeting.
219

220 Pete d'Oronzio asked if it's easy to use one of those templates as a front page and a
221 different template for the rest of the site? Lloyd said that the templates apply
222 throughout.
223

224 11. New Business

225 none
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228 12. **The next meeting is December 19th via webinar at 2PM Eastern, 1PM Central, Noon**
229 **Mountain and 11AM Pacific Time**
230

231 13. **Adjourn**

232 **MOTION**

233 **Kellee Craft moved to adjourn**

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235 **Kathleen Haney seconded**

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237 **Motion Carried**

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239 **Meeting adjourned at 1:56 PM Central.**

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241 Submitted as Draft for review on 11/28/2018 by Robert A. Scopatz, Secretary

242 Saved with changes reflecting through 11/28/2018

243 Approved by a vote of the Executive Board 12/19/2018