ATSIP Executive Board Meeting
In person at Washington DC Convention Center
January 9, 2016 at 6:30 AM PDT, 7:30 AM MDT, 8:30 AM CDT, 9:30 AM EDT

ATTENDANCE:
Tim Kerns, Maryland, President, university researcher
Cynthia Burch, Maryland, Immediate Past President, university researcher
Allen Parrish, Alabama, 1st Vice President, university researcher
Chris Corea, Maryland, 2nd Vice President
Bob Scopatz, Minnesota, Secretary, consultant
Shane Bates, (absent) Kentucky, State Law Enforcement
Kathleen Haney, (absent) Minnesota, State DPS
Cory Hutchinson, (absent) Louisiana, university researcher
Juliet Little, Connecticut, State DOT
Joe McCarthy, (absent) Colorado, consultant
Chris Osbourn, Tennessee, Department of Safety and Homeland Security
Rhonda Stricklin, Alabama, university researcher
Eric Tang, Virginia, consultant

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian, Montana
Bob Rasmussen, Virginia, Treasurer, State DOT
Kellee Craft, TSASS
Jill Hall, TSASS
Luke Johnson, NHTSA
Bob Pollack, FHWA
Dave Bozak, InfoGroup
Dan Magri, LADOTD
Hadi Shirazi, LODOTD
Patrick Dolan, Tennessee Department of Safety and Homeland Security

1. Call to Order, Attendance/Quorum, Introduction
   Bob Scopatz announced a quorum at 9:40 AM Eastern time
   Tim Kerns called the meeting to order at 9:40 AM Eastern time

2. Approval of Minutes from December 16, 2015 Executive Board Meeting

   MOTION
   Cindy Burch moved to approve the minutes of the December 16, 2015 Executive
   Board Meeting based on the December 28, 2015 revision of the minutes.
   Chris Corea seconded.
   Motion Approved

3. 1st Vice President’s Report: Allen Parish
   Allen Parish had no report.

4. Treasurer’s Report: Bob Rasmussen
   Bob Rasmussen presented December month-end statement. A copy of the Treasurer’s
The report is appended to the members’ copy of these minutes. We have received and paid all the bills from the 2015 Forum. We ended with a positive balance. On the operating side, we increased the balance over the year. On the Forum side, we increased the balance as well.

Bob Rasmussen provided a summary of income and costs for the 2015 Forum. The event produced income (without USDOT contribution) of $151,498.75 and expenses of $107,055.56. The event in isolation produced $44,443.19. This money goes partly to offset IT expenses, cell phone costs, mail chimp costs, etc.

MOTION
Bob Scopatz moved to accept the December, 2015 Treasurer’s Reports as submitted
Chris Osbourn seconded
Motion Approved

5. Immediate Past President’s Report: Cynthia Burch
Cindy Burch said that Joe McCarthy, Eric Tang, and Kathleen Haney have agreed to serve on the nominations committee

MOTION
Cindy Burch moved that we accept the nomination committee personnel
Chris Corea seconded
Motion Approved

MOTION
Cindy Burch moved that the annual announcement of election results is set for Tuesday August 9th at the ATSIP General meeting during the Traffic Records Forum in Baltimore.
Bob Scopatz seconded
Motion Approved

MOTION
Cindy Burch moved that we replace Eric Tang with Juliet Little on the Nominations Committee. This was to correct the earlier motion.
Eric Tang Seconded
Motion Carried

6. Liaison Reports:
Liaison organizations are Federal Motor Carrier Safety Administration (FMCSA); Federal Highway Administration (FHWA); National Highway Traffic Safety Administration (NHTSA); Transportation Research Board (TRB); and Governors’ Highway Safety Association (GHSA):

NHTSA: Luke Johnson said that NHTSA is working on updating the IFR for section 402 and 405 to match the new FAST Act. The guidance on 405c is being rewritten. The Crash Reporting Sampling System (CRSS – replacing NASS GES and CDS) is still rolling out, and thank you for the States that are involved with that. Assessments are about 2/3 to ¾ of the way through the 2017 assessments. There was some concern from the States, and the NHTSA Administrator has been briefed. 2018 is being scheduled.
Automated vehicle technology continues to be a focus area and thanks for including that in the TR Forum.

The Crash Data Improvement Program (CDIP) is ready for piloting. Please let us know if you are interested in being a pilot state.

GO Teams are targeted assistance, and are available now.

Model Minimum Uniform Crash Criteria (MMUCC) Mapping is available to states – there is money now to do them.

NHTSA is working with one or two-year money. They need states to really come forward and let them know quickly if you want any of these efforts.

The DOT TRCC Effectiveness session is Tuesday 10-12 here at TRB. There will also be webinar February 18th as well.

Allen Parish said that there was a lot of interest from the people in the audience at the TR Forum plenary sessions regarding autonomous vehicles. He said that it’d be great to have a continuing opportunity to keep up with this issue by perhaps setting up a committee or special interest group. Eric Tang suggested that we run a session at the August Forum and use that as a recruiting tool to find people to become members of that special interest group. Allen will coordinate a session for the August Forum.

FHWA: Bob Pollack said that with the passage of the Fixing America’s Surface Transportation (FAST) Act, FHWA is examining the new legislation to determine if changes need to be made to the existing NPRM for MAP-21 One of the programs that is coming up is the TRCC Noteworthy Practices meeting during TRB. There are two pilot states (Kansas and Washington State) for data management improvement project. There are several local data integration pilot studies going on: Navajo DOT, Rhode Island DOT, Arizona DOT, and Indiana Local Technical Assistance Program (LTAP), plus two work-plan-only states (the Tribal Technic Assistance Program [TTAP] in Montana and one more TBD). Technical assistance is still ongoing, as are the Roadway Data Improvement Program (RDIP), the roadway data extraction (in tool development, soon to be tested), and the data and analysis technical assistance program.

7. **IT Support:** Kelly Craft provided web analytics for the two websites. We are trying to wrap up the 2015 Forum site and are missing only 5 presentations. Bob Scopatz said that the presentation archive is incredibly useful.

8. **Presentation and discussion of 2016 ATSIP Budget**

   Bob Rasmussen said that he anticipates that income and expenses will be roughly the same in 2016 as they have been. Increased dues may come from efforts to increase membership, but that needs to be deferred until it actually happens.

9. **New Business Part I:**

   a) **Board Vacancy/Nomination**

   This is to fill the vacancy in the 2017 class created when Chris Corea was elected to the 2nd Vice President position. Tim Kerns nominated Patrick Dolan to fill that vacancy for
the remainder of the service year.

**MOTION**
Chris Osbourn moved to accept Patrick Dolan to fill the vacancy.
Bob Scopatz seconded
**Motion Approved**

10. 2nd Vice President’s Report, Chris Corea
Chris Corea said that he is working on the theme and logo. The theme is Making Traffic Matter. He envisions workshops, roundtables, and impact activities (police and EMS). The logo shows the cycle of Police, EMS, and Roadway.

Chris said that he spoke with one of the sponsors who said that they didn’t get the emails of the people in attendance and that really makes them think it wasn’t worth coming again. Chris told them that the board is reviewing this and we’ll get back to them. The other concern was that there weren’t enough networking opportunities. Chris has looked at how other conferences manage this and is thinking through the ideas and is in communication with the hotel as well to see if there is a way to add some of the features that the vendors have asked for (floor stickers, etc.).

The group discussed opt-in and opt-out check boxes on the registration to allow attendees to have their contact information shared with or withheld from other attendees and the sponsors/vendors. In any event, all such emails from the vendors must have an “unsubscribe” option. We can give the premium sponsors some special consideration such as early access to the email list and a free email blast from ATSIP listing the vendor(s).

Ralph Zimmer suggested that we distribute contact information of attendees to all registered attendees. Rhonda Stricklin said it’s nice to have a printed pre-registration list in the conference bags and a searchable list in the app. Rhonda Stricklin also said that one of the vendors missed our preliminary contact email blasts because they were new this year and weren’t on last year’s list. We need to have a way to get them onto the contact list immediately upon registration. They get on the list as vendors as soon as they register. The one in question registered very late and so didn’t get the info.

**MOTION**
Cindy Burch moved that we make registration contact information (name, title, agency, State, and email address) available to attendees and vendors with an opt-out selection available during registration.
Rhonda Stricklin seconded.
**Motion Approved**

Bob Scopatz reported that last March the ATSIP Executive Board voted to approve the pricing for the various sponsorship levels. The group discussed that the Executive Board can just empower the committee rather than vote on the sponsorship costs and other details.
The consensus of the ATSIP Executive Board was that the 2016 Traffic Records Forum Planning Committee can set rates and make other decisions related to securing vendor sponsorship and involvement and report back to the Executive Board.

Chris Osbourn asked if the logos are proposed or if they are all three going to be used. Chris said that the versions were all under discussion, and we will probably have the logo separate from the wording of “Traffic Records Forum 2016”. The number annual TR Forum will appear somewhere nearby on the page as well so the logo can stand alone.

Tim said that we need to get proposals out as soon as possible.

Anyone interested in helping with the Forum Planning should send an email to Chris.

11. New Business Part II

a) IT Proposal: Jill Hall and Kellee Craft

Jill thanked the Executive Board for the support over the past year, especially with Dick Paddock’s passing. TSASS supported ATSIP with web and system support over the year. Some of the things that TSASS can help with membership, marketing, and promoting ATSIP on a larger scale. She looked at what has been done versus the budgeted and thinks that there will be about $15,000 left over from the original budget. If ATSIP implements the option year, there would be an additional $15,000 that could be allocated to other work. Jill suggested that they could add more robust reporting to allow us to look at where attendees are coming from, what the tendencies are for timing of registration.

They plan to open registrations in March this year.

Proposing to add support for outside activities signup. They would set up registration as well as a link to descriptions.

The registration system will change to require completion of required information. They will also add opt-out for sharing contact information of each registrant. They will put a calendar out on the website as well.

Project management system: It could be used for the American National Standards Institute (ANSI) D16 project and for planning the Forum. It can be color coded with urgency of timelines. It can generate emails to remind people of deadlines. Could set it up to have an ATSIP person responsible for maintaining the project details or TSASS could serve that role if asked.

The discussion forum is robust, but they may need to upgrade it to help support the discussions related to the ANSI D16.

They are suggesting a built-in email blast feature, however, the mail chimp utility isn’t really a limitation except that it doesn’t allow attachments. We are looking at an application that we could use attachments. It also allows us to set up groups.

The total is about $82,000 for the entire proposal.
Allen Parish suggested that there’s no debate over the base services, so he suggested that we focus on the optional work. The group consensus was that we do not wish to revisit the base services at this time. He said that he would like time to review the proposals for the additional work. He asked if we could start with the base and then revisit the add-ons after the group has had time to reflect. Bob Rasmussen said that the base year agreement needs to be agreed upon by January 15th and finalized by the end of the month. The optional tasks can be decided upon later. We can accept the base now and TSASS will provide us with a formal agreement.

Allen said that he thinks that the ANSI D16 effort will drive some of the needs, as will TR Forum support. He suggested that those discussions should be worked through separately. Jill Hall suggested that TSASS host webinars to go through the options.

Chris Osbourn suggested that Task 5 (the Discussion Board) is a useful membership recruitment tool. Bob Rasmussen said that if it’s going to be important and people will use it with relation to the ANSI D16 project, we may want to do this option immediately. However, Bob said that we have to remember that the price is about what we have in income. Allen Parish said that we may wish to consider a larger social media presence as well. We may be able to incorporate Linked In discussion groups. We aren’t taking good advantage of networking now. He said that this discussion forum in particular needs to be convenient and easy to find. Perhaps it should be findable through social media or even take place using those platforms.

Luke Johnson said that DOT’s experience in building communities of practice is that they are only valuable if they are moderated. There are some off the shelf things that would be useful.

Hadi Shirazi asked about the unused hours. Kellee Craft said that there were many administrative hours left.

**MOTION:**
Bob Scopatz moved that we approve Option Year 1 Base Services to cover Administrative and Systems Support by TSASS for $60,000 through January 31, 2017.
Cindy Burch seconded.
Motion Approved.

TSASS will send an invoice showing the base year and the remaining proposed tasks as options. Allen Parish suggested that TSASS also provide an as-needed flexible use optional task with a specific hourly cost.

Bob Rasmussen added that we may still want to consider having a compendium of papers that we could share as a reference library and links page.

12. Committee Reports:

Membership (Bob Rasmussen)
We received a Member application from Ademosu Akintunde Moses of the Lagos State
Traffic Management Authority in Nigeria.

Motion
Cindy Burch moved to approve Ademosu Akintunde Moses at the Member level
Allen Parish seconded.

Motion Approved
Bob said that he has had a bit of difficulty finding ways to help the non-US individuals pay for the membership.

Outreach (Hadi Shirazi/Tim Kerns)
Hadi Shirazi said that the local roads LTAP meeting in conjunction with TRB has already taken place. Hadi spoke with John Milton and John suggested that we look at including an explicit local road component of the TR Forum and that would help recruit participants. Bob Pollack said that FHWA has been working over the years to build up a constituency for this. He said that they would be interested in supporting a session like that.

Bob Scopatz will organize the session with involvement by Hadi Shirazi and Bob Pollack. He will coordinate with Chris Corea and work with the Maryland Board members to identify potential participants from the local area.

13. Old Business
ANSI D16 – Deb Trombley said that NSC is going through their lawyers to provide us with clear ownership of the standard. There is the possibility support for the ANSI D16 update through our contract with NHTSA and ATSIP submitted a proposal on January 4, 2016. In discussions with Luke Johnson, we do want to maintain an ANSI D16 certification. We will bring on a program manager, put together a panel of 25 people, and work through the next year to bring the standard up to date.

Luke Johnson said that the hope is that contracts would like to have this awarded next week. Questions from NHTSA will come to us this week…they need some information from ANSI that we will have to supply. They also want us to identify the panel members and program manager. We’ll need a letter of commitment and CV for the program manager and examples for the panel members.

Cindy Burch said that we should require ATSIP membership to serve on the ANSI D16 panel. Bob Scopatz suggested that we just ask ANSI if they have any concerns about that. Luke said that NHTSA’s only concerns are that ANSI is happy and that the panel and public commentary is representative of the stakeholder community.

ANSI D16 committee will

14. New Business Part III:

a) Committee Assignments (Best Practices, IT, Membership, Outreach, Awards, Strategic Plan, Standard Setting)

Tim Kerns made the following assignments:
Best Practices: Cory Hutchinson will handle Best Practices
IT: Allen Parish
Membership: Bob Rasmussen
Outreach: Hadi Shirazi
Awards: Eric Tang will handle the Scott Falb, Distinguished Achievement, and Emeritus awards
Strategic Plan: Cindy Burch
Standard Setting: Allen Parish
Policy Committee: Tim will ask Kathleen Haney to continue as chair

b) Forum 2017
The Forum will be in New Orleans in the first week of August, 2017. The venue is set up already.

c) Forum 2018
Cindy Burch said that Dan Crane from Helms Briscoe said that there has been interest from Nashville, but that prices were high. He will go back and review. Chicago, Indianapolis, and cities in Ohio may be options. Preferably go to a State where the highway safety office will welcome the Forum and support the Forum.
We may discuss this with Florida DOT as well.

d) We did a small room block for 2016. We expect increased involvement from Federal partners, but they will not be allowed to spend the night. However, we do have some courtesy blocks in other hotels in the Inner Harbor if additional rooms are needed, but we aren’t committed to them.

15. Good of the Association:
Rhonda Stricklin reviewed the survey results from the 2015 Forum. There were few complaints about the place and venue, but overall, the highlight was overwhelming positive acceptance of the autonomous vehicle topic. Many responses came in over the app this year.

Rhonda also said that the food estimation is a big deal for the budgeting process. Try to get the estimated count from the hotel registrations and try not to over-buy on the meals as that is where costs can really go up.

16. Next meeting February 17, 2016 via conference call 1:00 PM Central.

17. Adjourn
MOTION
Bob Scopatz moved to adjourn
Eric Tang seconded
Motion Approved

Meeting adjourned at 12:39 Eastern time.

Submitted 1/9/2016 as Draft for Review by Robert A. Scopatz, Secretary
Submitted as Draft for Approval reflecting changes through 2/11/2016
Approved by a vote of the Executive Board 2/17/2016