ATSIP Executive Board Meeting
Via Teleconference

February 15, 2017 2:00 Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

ATTENDANCE:
Allen Parrish, President, USN Academy, university researcher
Cory Hutchinson: 2nd Vice President, Louisiana, university researcher
Patrick Dolan, Tennessee Department of Safety and Homeland Security
Kellee Craft, Ohio, TSASS consultant
Juliet Little, Connecticut, State DOT
Joe McCarthy, Colorado, consultant
Chris Osbourn, Tennessee, Department of Safety and Homeland Security

ABSENT:
Kathleen Haney: 1st Vice President, Minnesota, State DPS
Tim Kerns, Maryland, Immediate Past President, university researcher
Bob Scopatz, Minnesota, Secretary, consultant
Shane Bates, Kentucky, State Law Enforcement
Sladjana Oulad Daoud, California, DMV
Rhonda Stricklin, Alabama, university researcher
Eric Tang, Virginia, (consultant) LEFT EARLY

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian
Luke Johnson, NHTSA
Bob Rasmussen, Treasurer
Bob Pollack, FHWA
Dan Magri, Past President (absent)
Cindy Burch, Past President (absent)
Ken Kolosh, National Safety Council (absent)
Deb Trombley, National Safety Council
Hadi Sharazi
Scott Valentine
Pete d'Orazio
Karla Houston
Jill Hall, Ohio, TSASS consultant

1. Call to Order, Attendance/Quorum, Introduction
   Allen Parrish presiding
   Allen Parrish announced a quorum
   Allen Parrish called the meeting to order

2. Approval of Minutes from January 7, 2017 Executive Board Meeting
MOTION
Patrick Dolan moved to approve the minutes of the January 7, 2017 Executive Board Meeting based on the Draft for Approval reflecting changes through 02/08/2017.
Juliet Little seconded.
Motion Approved

3. Immediate Past President’s Report: Tim Kerns
Tim Kerns absent – no report

4. 1st Vice President’s Report: Kathleen Haney
Kathleen Haney absent - No report.

5. Treasurer’s Report: Bob Rasmussen
Bob Rasmussen reported on the January 2017 ATSIP and TR Forum account balances. Copies of the Treasurer’s reports are appended to the member’s copy of these minutes.
Bob stated we have received funds for a Platinum sponsor for $10,000 and $2,600 for a bronze sponsor (Fugero)

MOTION
Chris Osbourn moved to accept the January 31, 2017 Treasurer’s Report as submitted
Cory Hutchinson seconded.
Motion Approved

6. Liaison Reports:
   FMCSA   FHWA   NHTSA   TRB   GHSA   ITE   NSC

   FHWA:
   Bob Pollack said that FHWA had a webinar on January 25 for the Model Inventory of Roadway Elements (MIRE) Fundamental Data Elements (FDE) handout. If anyone was unable to attend and is interested, they should contact Bob Pollack (FHWA) so he can send the link to the webinar video)
Cory Hutchinson asked if FHWA had considered any program for a Sunday workshop at the Forum and Bob responded they were still working on it.

   NHTSA:
   Luke Johnson said that NHTSA is still working on MMUCC 5th Edition and the updated TR Advisory is going through Agency review. NHTSA is currently wrapping up the last 7 assessments. There will only be two assessments in 2018; IN and TX.
Presenters for the roundtable at the upcoming Forum are being solicited

   NSC:
   Deb Trombley stated that the 2016 fatalities were about to be published. They are expecting an increase in fatalities versus 2015 and a 6% increase versus 2014.
7. **ANSI D16 (Jill Hall and Joan Vecchi)**

    Jill Hall reported that they have received illustrations for the document, and a sub-committee has been working on different definitions for a trafficway. They expect the process to take longer and are seeking a no-cost six-month extension for the support contract to get this work done.

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8. **2017 Forum**

    a. **2nd Vice President’s Report: Cory Hutchinson**

        Cory Hutchinson reported that the budget has been submitted. He and Karla Houston expect to visit the Sheraton to talk about food.

        Discussion: Cory wanted to know about how guest passes were handled and if the guest pass was the same as a vendor guest.

        Pet d’Oronzio said ATSIP would lose money if they did that.

        Cory wanted ATSIP to set a standard rate for Platinum member guests so it is the same from Forum to Forum.

    b. **Sponsorships (Karla Houston)**

        Hoping to move Fugero to Platinum level from Bronze – Karla to follow up.

9. **Membership**

    a. There are two applicants for voting membership; both have paid – Kurt Davis & Marshall Contino

    **MOTION**

    Joe McCarthy moved to accept the Kurt Davis and Marshall Contino at the member level

    Kellee Craft seconded.

    Motion Approved

10. **Best Practices (Chris Osbourn, Juliet Little)**

    Chris Osbourn said the candidates will be sent to Kellee to be posted on the website as they register.

11. **Awards (Eric Tang)**

    Eric had to leave the call early – no report.

12. **Executive Director (Kathleen Haney)**

    Kathleen absent – no report.

13. **Newsletter (Dave Bozak)**
Dave absent, but Allen said Dave had sent him an email indicating disappointment with
the consensus at the January meeting was the newsletter was too long. Allen and Juliet
felt we should go forward with the version Dave had submitted.
Kellee wanted to know if it should be an email blast or other delivery system.
Allen said he would work with Dave and Kellee offline to get the newsletter published.

14. TRCC
Karla Houston reported that she has sent information to past Forum-attending TRCCs,
and all TRCC chairs and coordinators introducing the Forum. Karla said Rhonda sent her
another listing for distribution with names including university personnel

15. Future Forums
   a. 2018 Forum (Chris Osbourn)
   Chris said we are working on the save the date cards. He wanted to know who
   should print them. Bob Rasmussen told him to go ahead and print then send Bob
   the bill.

   b. 2019 Forum (Allen Parrish)
   Allen Parrish contacted Helms Briscoe about the consensus for potential
   locations, and told them he will be working on one more location. The current
   locations under consideration are Seattle, Portland, and Denver.

   c. Cory suggested future negotiations with Helms-Briscoe should included meals
      and parking. The 2017 negotiations for rooms were very successful but there is no
      break on meals ($100 per person per meal) or parking ($40/day).

16. GoToMeeting account
Allen said he would get with Rhonda to take care of this

17. TSASS IT Contract
Cory said he had a revised proposal from TSASS about IT services they were offering.
There are items proposed to automate some of the backdoor functions so there should be
some cost savings. TSASS didn’t bill all of the base contract for 2016, leaving almost
$10,000 unbilled. The options Cory felt could be done were offered at a total cost of
$12,000. The options proposed including redesign of the static websites were not likely to
happen at this time due to cost. Cory said he will forward his suggestions on to Allen and
this will be further discussed on the March board call.

18. Next meeting, March 15th via teleconference.

19. Adjourn
   MOTION
   Chris Osbourn moved to adjourn
   (didn’t hear who) seconded
   Motion Approved
   Meeting adjourned at 3:07 PM Eastern time
Submitted 2/16/2017 as Draft for Review by Kellee Craft
Submitted 3/15/2017 as Draft for Approval by Bob Scopatz
Approved by a vote of the Executive Board as amended 3/15/2017