ATSIP Executive Board Meeting

February 17, 2016 at 2:00pm EST, 1 PM Central, 12 PM Mountain, 11 AM Pacific

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 (absent)
Bob Scopatz, Minnesota, Secretary, consultant
Shane Bates, (absent) Kentucky, State Law Enforcement
Kathleen Haney, Minnesota, State DPS
Cory Hutchinson, Louisiana, university researcher
Juliet Little, Connecticut, State DOT
Joe McCarthy, Colorado, consultant
Chris Osbourn, Tennessee, Department of Safety and Homeland Security (absent)
Rhonda Stricklin, Alabama, university researcher
Eric Tang, Virginia, consultant
Patrick Dolan, Tennessee Department of Safety and Homeland Security

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian, Montana
Bob Rasmussen, Virginia, Treasurer, State DOT
Kellee Craft, TSASS
Luke Johnson, NHTSA
Bob Pollack, FHWA
Steve Lavrenz, ITE

1. Call to Order, Attendance/Quorum, Introduction
   Bob Scopatz declared a quorum at 2:05 Eastern time.
   Tim Kerns called the meeting to order at 2:05 PM EST.

2. Approval of Minutes from January 9, 2016 Executive Board Meeting

   MOTION
   Cynthia Burch moved to approve the minutes of the January 9, 2016 Executive Board Meeting based on the February 11, 2016 revision of the minutes.
   Juliet Little seconded.
   Motion Approved

3. Immediate Past President’s Report: Cindy Burch
   Cindy Burch said that she has received expressions of interest from individuals wanting to be listed on the ballot for the Executive Board. She will send information to the nominating committee.

4. 1st Vice President’s Report: Allen Parrish
   No report.
5. Treasurer’s Report: Bob Rasmussen

Bob Rasmussen reported that January was a slow month. There was zero income and a small number of expenses—this completes all expenses for 2015. We have received all but two payments for the 2015 Forum Registration. Also collected $175 in dues that will be credited in February. A copy of the Treasurer’s Report is appended to the member’s copy of these minutes. Cindy Burch asked what we can do when someone doesn’t pay their registration fee. Bob said that we follow up via email and send an invoice for their convenience. Cindy asked if we can require them to pay up front for the Forum in the following years. Bob said we can do that.

MOTION
Bob Scopatz moved to accept the January, 2016 Treasurer’s Reports as submitted
Kathleen Haney seconded.
Motion Approved

Bob Rasmussen said that Ralph Zimmer urged him to forward the application for bonding ATSIP. Our existing insurance broker is going to submit up to four price quotes for that. We should have something for the Board to consider in March.

6. Liaison Reports:

FMCSA: FHWA: NHTSA: TRB: GHSA:

FHWA: Bob Pollack said that the MIRE Reassessment process has been briefed within FHWA and to outside organizations. They have received valuable feedback and plan to move forward with MIRE 2.0 sometime between late summer and the end of the calendar year.

Rulemaking is proceeding within FHWA.

NHTSA: Luke Johnson said that the ROPD partner summits are taking place. They are about 1/3 completed. The MMUCC review internally in DOT is proceeding and will go to GHSA to start the full process to update the MMUCC. ANSI D-16.1 contract should be awarded soon (possibly today). The PY18 Traffic Records Assessments are all scheduled. The PY17 assessments are proceeding well.

Juliet Little asked if GO Team assistance can be focused on EMS data. Luke said he would be happy to speak with Juliet and Charlene (Regional office) about it.

ITE: Steve Lavrenz said that he is here just to learn more about ATSIP. He is new to ITE. He is a technical program specialist and is also with the National Operations Center of Excellence. Tim Kerns welcomed him and said that we are happy to have him present today.

Kathleen Haney suggested that we reach out to GHSA again to see if we can get a liaison named and have that person participate in the future.

7. 2nd Vice President’s Report: Chris Corea

Tim Kerns said that Chris Corea supplied an update and he’d sent it out with the reminder email for today’s meeting.

8. Committee Reports:
We received a Member application from Kellie Pierce of the Texas Department of Transportation.

**Motion**

Rhonda Stricklin moved to approve Kellie Pierce at the Member level
Patrick Dolan seconded.

Motion Approved

 Outreach (Hadi Shirazi)

No report; however we are pleased to have Steve from ITE here with us today.

 Best Practices (Cory Hutchinson)

Cory Hutchinson said that there has been no activity this month. We are planning the website and allowing people to submit for best practices when they send their presentation idea. He would also like to remove the best website award this year and focus more on the best visualization (these are mostly web-based so they cover the internet presence).

 Awards (Eric Tang)

Eric Tang said that there is nothing to report. Tim Kerns briefed Eric on the nominations process. Ralph Zimmer gave Eric some ideas for nominees.

9. Old Business

a. ANSI D16.1/Forum support update. ATSIP’s application is under review by NHTSA.

b. 2017 Traffic Records Forum. Chris Corea has been working on it with Corey and Karla. We received some feedback and ideas from Pete D’Oro. Tim sent a sponsor and exhibitor information package to the Executive Board and also to Pete. Feedback is welcome. We do have expressions of interest from Appriss and Mobisoft. We have expanded Platinum sponsorship to have up to three at that level. We are also revising what the sponsors get for each level. Kellee asked if the examples Tim sent out were ready to be put on the website. Tim said that they are probably final, but to check with Chris Corea.

Rhonda Stricklin said that the language should say that some sponsorship levels have limited availability. She also asked if space can be larger than 8 x 10. Also, do we know if the breaks will also be in the exhibit space? Tim said he thinks the breaks will be inside the exhibitor hall, but he will check with Chris and then add the information to the packet to exhibitors. Rhonda also said we should clarify that side drapes are provided and be specific about whether or not the vendors can select their spot. If we are going to let the vendors reserve a specific space, we should put that choice on the form.
c. IT proposal update

Allen Parrish said we had an IT subcommittee meeting with TSASS regarding their proposal items 1-6 that were deferred at the last meeting. This meeting was set up to allow us to make a recommendation to the Board about which items to move forward with at this time. We reached a verbal consensus to recommend the following:

Option 1: Statistical reporting from the registration system.
Option 2: Add-on to the registration to allow for additional functionality and registrations for meals, etc.
Option 6: Replacement for Mail Chimp

Combined cost is $8,757.10

**MOTION**

Allen Parrish moved that we accept the recommended options (1, 2, and 6) from the TSASS proposal at a cost of $8,757.10.

Bob Scopatz seconded.

Motion Approved

The committee recommended deferral on the calendaring and bulletin board.

Bob Rasmussen asked Kellee to send us a revised proposal to reflect the selected options so we can record that.

10. New Business

a. Forum 2017: Corey Hutchinson said that we are still trying to reach out to the hotel and they said it’s still too far in advance for their scheduling. Chris Corea told Corey that he would like to have a promotional night/event at each year’s forum for the following year’s event. Tim said that Chris will have prices for us to consider at the next meeting. We may be able to get funding. We also may be able to get hospitality suites.

b. Forum 2018: We need to identify at least two states that might be interested in hosting the 2018 Forum. We plan to consider Tennessee (potentially Nashville) and perhaps Connecticut. Other possibilities are Michigan and Colorado. Kathleen Haney said she would check with Wisconsin.

11. Good of the Association:

No discussion.

13: **Next meeting March 16, 2016 (Teleconference Call) at 2 PM Eastern, 1 PM Central, Noon Mountain, and 11 AM Pacific.**

12. Adjourn

**MOTION**

Kathleen Haney moved to adjourn

Juliet Little seconded

Motion Approved

Meeting adjourned at 2:54 PM Eastern time.
Submitted 2/17 2016 as Draft for Review by Robert A. Scopatz, Secretary


Approved by a vote of the Executive Board on 3/16/2016