ATSIP Executive Board Meeting
February 18th, 2015 at 1pm CDT/2pm EDT

ATTENDANCE:
Cynthia Burch, Maryland, President, university researcher
Nils King, Indiana, Past President, consultant
Tim Kerns, Maryland, 1st Vice President, university researcher
Allen Parrish, Alabama, 2nd Vice President, university
Bob Scopatz, Minnesota, Secretary, consultant
Bob Rasmussen, Virginia, Treasurer, State DOT
David Harkey, North Carolina (not present), university researcher
Barbara DeLucia, Texas (not present), private consultant
Kathleen Haney, Minnesota, State DPS
Joe McCarthy, Colorado, consultant
Chris Osbourn, Tennessee, State DOSandHS
Eric Tang, Maryland, consultant
Chris Corea, Maryland, State Police
Cory Hutchinson, Louisiana, university researcher – elected to the Board by a motion approved during this meeting.

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian
Kellee Fillinger, TSASS
Luke Johnson, NHTSA liaison
Rhonda Stricklin, Alabama
David Bozak, InfoGroup
Juliet Little, Connecticut

1. Call to Order, Attendance/Quorum, Introduction
Bob Scopatz announced a quorum at 1:04 PM. Cindy Burch called the meeting to order at 1:05 PM.

2. Board Vacancy: Cindy Burch
Cindy presented the just cause for removing a Board Member (Ida Van Schalkwyk). She has not attended a meeting and Cindy and Dan Magri have both asked her to respond to us or that we would take non-response as an indication of her desire to resign. Ida is a member of the 2016 class.

MOTION
Bob Rasmussen moved that the Board remove Ida Van Schalkwyk
Bob Scopatz seconded
Motion passed by a vote of 11-0.

Cindy proposed appointing Cory Hutchinson to fill that vacancy. He has been a board member in the past and is going to be the Program Chair in the near future. Per Ralph Zimmer, the appointment will be in effect until the next election at which point Cory can be placed on the slate of candidates. This is a temporary appointment until the next election which will require us to fill that position. NOTE that the same is true for other
temporary appointments to a class that will continue beyond this year—those individuals will need to be placed on the ballot and elected to continue on the Executive Board, even to fulfill the remaining years of a term.

**MOTION**
Bob Rasmussen proposed to fill the vacancy in the Class of 2016 with Cory Hutchinson.
Tim Kerns seconded.
Motion Approved.

3. **Approval of Minutes from January 10th, 2015 Executive Board Meeting**

Bob Scopatz presented a list of changes to the minutes that were received between the version sent for Approval (February 8th) and today’s meeting. These were to insert the words “the authority” on line 45; and insertion of the sentence “This vacancy was created by the resignation of Joanna Reed from Executive Board.” On line 385. In addition, the spelling of the following names was corrected: Juliet Little, Cindy Burch, and Rhonda Stricklin.

**MOTION**
Tim Kerns moved to accept the amendments to the minutes.
Bob Rasmussen seconded.
Motion Approved

**MOTION**
Tim Kerns moved to approve the minutes as amended.
Bob Rasmussen seconded.
Motion Approved

4. **1st Vice President’s Report: Tim Kerns**

Tim Kerns reported that Cory and Dan visited the Hilton (1st choice hotel) but they could not meet all of our date requirements. Helms Briscoe is negotiating with the Sheraton.
Cory said that the hotel is very nice and is within 4 blocks of the Hilton.

5. **Treasurer’s Report: Bob Rasmussen**

Bob Rasmussen presented the January Financial Report. A copy of the report is appended to the members’ copy of these minutes. He said that after last year’s Forum we have about $20,000 profit. We should not count on that in future years because last year we were provided many services for free.

**MOTION**
Bob Scopatz moved to approve the January 2015 Financial Report.
Joe McCarthy seconded.
Motion Approved.

6. **Liaison Reports:**
FMCSA: FHWA: NHTSA: TRB: GHSA:

Luke Johnson reported for NHTSA that they are still working hard on Data Mod, Crash Report Sampling System, and Crash Investigation Sampling System. They are good shape on the Assessments (coming to the end of the 2016 year and 2017 is all tentatively scheduled – 2018 will start scheduling in September). GO Teams contract should be awarded soon. CDIP has been awarded.

7. Committee Reports:

Membership (Bob Rasmussen)

MOTION
Bob Rasmussen moved to accept John Riemer at the Member level.
Tim Kerns seconded.
Motion Approved

Kathleen asked about the missing information on years of experience. Bob Rasmussen said that there is a bug in the system, but we can get the information and get it into the system.

Outreach (Hadi Shirazi/Tim Kerns)
No report

8. 2nd Vice President’s Report: Allen Parrish

Regarding the 2015 Forum site in Costa Mesa, Allen Parrish and Rhonda Stricklin reported that they performed the site visit and the hotel is quite nice. The food was great. All of the meeting rooms are on the same floor near each other. There are many restaurants within walking distance and a hotel shuttle to take people to the nearby upscale mall. Rhonda said that they worked out issues with the hotel related to a hollow square set up for the Executive Board meeting and a separate room for our use during the conference – there is another lockable room for us during the conference as well. They are waiting on quotes for the A/V and exposition support. We need a diagram so vendors can start signing up. The Call-For-Papers deadline needs to be set (May 1 or May 31? Later?). In the past, we’ve set the deadline and then work with the Federal liaison (Luke Johnson) to make sure we reserve sufficient slots. We also need to know the exhibitor and sponsor prices, as well as the registration price. The UA College of Engineering would like to be a major sponsor – Platinum is already taken but UA is willing contribute more than that. The Board discussed how best to proceed especially in light of APPRISS’ long-term support of the Forum and our need for more income from vendors. We want to keep our existing supporters happy and welcome new ones. Allen made a call for assistance in reaching out to more vendors. Allen and Rhonda will reach out to the Board members to seek help. Cory Hutchinson volunteered to help.

9. TSASS Update: Kellee Fillinger

Kellee Fillinger said that the 2014 Forum materials have been archived. The 2015 content is up on the Forum website. She has updated ATSIP’s website for the new Board
members and has requested bios from the new members. She asked for the Application for Best Practices – Cory said he would send it to her. They will need the list of fees for all the registration types this year – note that we have the capability to provide discounts (one per registration can be applied). The Save-The-Date email blast went out and the “open rate” was about 42%. Rhonda said that they would send Kellee a Call-For-Participation soon (this week). Bob Scopatz said that he would send Kellee the forms and information for the Distinguished Achievement and Scott Falb Awards.

10. Old Business
No items.

11. New Business:
a. 2017 Traffic Records Forum
   We discussed this under the 1st Vice President’s Report
b. Dues Policy (group rates)
   We are deferring this until Jim Davis can join us.

12. Next meeting March 18th, 2015 (Teleconference Call)

13. Adjourn

   MOTION
   Bob Scopatz moved to adjourn.
   Bob Rasmussen seconded.
   Motion Approved.

   Meeting Adjourned at 2:01 PM Central

Submitted 2/18/2015 as Draft for Review by Robert A. Scopatz, Secretary
Submitted 03/10/2015 as Draft for Approval by Robert A. Scopatz, Secretary
Approved by a vote of the Executive Board on 03/18/2015