ATSIP Executive Board Meeting

Via Teleconference

February 19, 2014

ATTENDANCE:

Nils King, President
Cynthia Burch, 1st Vice President
Tim Kerns, 2nd Vice President
Marty Pollock, Past President
Bob Scopatz, Secretary
Cory Hutchinson, Louisiana
John Carrico, Kentucky
Joanna Reed, NISR
Allen Parrish, Alabama
David Harkey, HSRC
Barbara DeLucia, Texas
Kathleen Haney, Minnesota

Non-voting attendees:
Ralph Zimmer, Co-parliamentarian
Jim Davis, Co-parliamentarian
Bob Rasmussen, Treasurer
Luke Johnson, NHTSA
Kara Mueller, TSASS
Kellee Holcomb, TSASS
Eric Tang, Cambridge Systematics
Dave Bozak, InfoGroup

1. Call to Order, Attendance/Quorum, Introduction
Bob Scopatz announced a quorum at 1:06 PM Central Time
Nils King called the meeting to order at 1:07 PM Central Time

2. Approval of Minutes from January 11th, 2014 Executive Board Meeting
Bob Scopatz removed one name that appeared twice on the attendance list.

MOTION:
John Carrico moved to accept the minutes of the 1/11/2014 minutes as corrected.
Cory Hutchinson seconded.
MOTION Approved

3. 1st Vice President’s Report: Cindy Burch
Cindy Burch reported that the IT contract is signed with TSASS. There are option years we can exercise in the future. This will support us with websites and the Forum registration.
Also have phone coverage answered as “ATSIP.”

Cindy also sent a kick-off email to the IT subcommittee and will be in touch shortly about developing an RFP this year.
Cindy is putting together a manual on how to put together a Forum. Clay Hatch and Martha Florey have provided some background and documentation. Cindy asked if anyone else has ideas.

4. Treasurers Report: Bob Rasmussen
   A copy of the full Treasurer’s report is appended to the members’ copy of these minutes.
   There were no expenses and no income for the month of January so the balances are unchanged.

5. Liaison Reports:

   Luke Johnson (NHTSA):
   The Data Mod continues to move forward. The regional TR Coordinators are coming to HQ next week. The Assessments are moving forward and going well. STRAP is being improved.
   The USDOT TRCC website is up: [http://www.dot.gov/trcc](http://www.dot.gov/trcc).

   GHSA: Jonathan Atkins was named as the head of GHSA. He was their Communications Executive and was acting as Executive Director. Nils asked for his contact information so that he can send an official letter.

6. Committee Reports:

   a) Data Quality & Improvement (Bob Scopatz & Marty Pollock). No report. Marty responded to some of the discussion from the January meeting. He said that ATSIP could pursue taking on the ANSI D-16.1 standard if a long-term funding source could be identified. He said that he wasn’t aware of a likely source of funding at this time.

   The question about relevance of the Standard is something he tried to research by talking more to Ken. Ken has said that ANSI D-16.1 is referenced in several states’ crash data collection manuals. It is also referenced in the Traffic Records Assessment Advisory. Ken has also said that NISR uses the manual in training delivered to states.

   b) ATSIP Strategic Planning (Nils King)
   Nils and Cindy are working together on the Strategic Plan. John Carrico has volunteered to help as well.

   c) Membership (Bob Rasmussen)
   We have one application (Eric Tang, Cambridge Systematics).

   Motion

   Bob Scopatz moved that we accept Eric Tang as a member.
   Joanna Reed seconded.
   Motion approved

   d) Outreach (Hadi Shirazi)
   No report.

   e) National Agenda (Dave Bozak)
   Nils King said that he and Dave Bozak reached out to the National Safety Council about
allowing ATSIP to take ownership of the National Agenda. That would allow us to work on it in the future. Dave reported that we received the go ahead from NSC that they will release the National Agenda for us to work on.

f) Outreach for SMEs to serve on assessments (Dave Bozak)
   Dave said that we will have an application ready early next week for people to let us know that they want to serve as an assessor. Send Dave an email if you are interested.

7. Web Site (TSASS Staff)
   Kara Mueller and Kellee Holcomb reported that the website has recent committee updates and Forum attendance. Kara said that they will be in touch with Tim Kerns to allow best practice nominations to be submitted through the website as well.

   Nils will be asked to approve emails from the reminder system.

   The phone will be set up to be answered as ATSIP. This will be a cell phone for Kellee to use. The phone and number will belong to ATSIP.

   Cindy provided photos from the 2013 Forum, and they would like to post them all on Flickr plus post selected photos to the Forum website.

   Bob Scopatz should send the remaining meeting minutes to Kellee.

8. 2nd Vice President’s Report, 2014 Forum Update (Tim Kerns)
   Tim Kerns reported that the exhibitor pricing schedule and flyers are done. They will go out to the vendors who participated last year and any others who might be interested. The calls for abstracts, best practices and best web-sites will go out soon. A site visit is planned for the last Friday in March. They will meet with the hotel and convention center staff while there.

   Still looking for suggestions for keynote and luncheon speakers. Would like to get those agreements in place by April.

   There is a Facebook page for the Forum. Not a lot of members yet, but we will start to market it more. There is also a Linked In page.

   The Best Practices Information went to Cory.

   We are looking for help getting more vendors. Nils said we should target 25 vendors. The information is being circulated in Missouri.

   Bob Scopatz suggested that the notice for the Distinguished Achievement Award solicitation go out at the same time as the call for abstracts and the best practices nominations.

   Orange County in October 2015. We have discussed changing the 2016 Forum to the summer months. Cindy said that Nils has sent out a list of hotels in the Baltimore/Washington DC so that we can have participation from our Federal Partners.

   After reviewing the list, and discussing with those with local knowledge, Cindy asks that we officially approve moving the Forum to the summer months. Then, the second request is for us to approve the Hyatt Regency on the Baltimore waterfront.
The discussion centered on perhaps wanting to reduce our room block because we would be holding two TR Forums in a single Federal Fiscal Year.

**MOTION:**

Bob Scopatz moved that we schedule the Traffic Records Forum in the summer for 2016 and beyond.

Barbara DeLucia seconded

Motion passed

Cindy said that she will talk with Helms Briscoe to finalize the hotel selection. She will change the room block levels to see what that does to the fees.

Bob Rasmussen suggested that we should also check to see about reducing the number of concurrent sessions if we are thinking about having fewer people in attendance. John Carrico said that the meals might still have the full attendance.

10. New Business

None

11. Next meeting: March 19, 2014 (teleconference call), 1:00 PM Central Time

12. Adjourn

**MOTION:**

Cindy Burch moved to adjourn.

Marty Pollock seconded.

Motion carried.

Nils King adjourned the meeting at 2:04 PM
## ATSIP MONTHLY FINANCIAL STATEMENT
**Friday, January 31, 2014**

<table>
<thead>
<tr>
<th>JPMorgan Chase Bank, N.A.</th>
<th>Operating Account</th>
<th>JPMorgan Chase Bank, N.A.</th>
<th>Forum Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance December 31, 2013</strong></td>
<td>$37,087.94</td>
<td><strong>Balance December 31, 2013</strong></td>
<td>$128,509.96</td>
</tr>
</tbody>
</table>

### Income:
- Dues Member
- Dues Fellow
- Affiliate Membership
- NHTSA Reimbursement for Grant
- Vendor Booths
- Extra Personnel
- Forum Registrations - 17 @ $420.00 (Check)
- Forum Registrations - 0 @ $370.00 (Check)
- Forum One-Day - 0 @ $150.00 (Check)
- Forum Registrations - 13 @ $420.00 (PayPal)
- Forum Registrations - 17 @ $370.00 (PayPal)
- Forum One-Day - 10 @ $150.00 (PayPal)
- Forum Spouse/Guest - 1 @ $150.00 (PayPal)

**Total Income** $0.00

### Expenses:
- PayPal Expenses
- PayPal Expenses Vendor
- PayPal Expenses Registration
- TSASS Agreement Billing

**Total Expenses** $0.00

**Balance January 31, 2014** $37,087.94

**Pending Check Deposit** $0.00

**Pending PayPal Deposit** $0.00

**Outstanding Checks/Bills**

**Total Assets** $165,597.90

Submitted to Board 2/19/2014
R. R. Rasmussen II
ATSIP Treasurer