ATSIP Executive Board Meeting
Via Teleconference
March 19, 2014

ATTENDANCE:
Nils King, President
Cynthia Burch, 1st Vice President
Tim Kerns, 2nd Vice President
Bob Scopatz, Secretary – proxy to Cynthia Burch
Cory Hutchinson, Louisiana – proxy to Nils King
John Carrico, Kentucky
Joanna Reed, NISR
Allen Parrish, Alabama – proxy to Cynthia Burch
Barbara DeLucia, Texas
Kathleen Haney, Minnesota
Angie Langanke, Ohio

Non-voting attendees:
Ralph Zimmer, Co-parliamentarian
Kara Haag, TSASS
Kelley Holcomb, TSASS
Dick Paddock, TSASS
Eric Tang, Cambridge Systematics
Bernardo Kleiner, TRB

1. Call to Order, Attendance/Quorum, Introduction
Nils King announced a quorum at 1:04 PM Central Time
Nils King called the meeting to order at 1:04 PM Central Time

2. Approval of Minutes from February 19, 2014 Executive Board Meeting
No corrections were suggested.

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

3. 1st Vice President’s Report: Cindy Burch
Cindy Burch provided updated information about the 2016 Traffic Records Forum. Using
the Biloxi Forum as a reference, because federal employees were not permitted to stay at the
Beau Rivage, revised room block numbers were provided to HelmsBriscoe. The Hyatt
Regency in Baltimore, MD was the only hotel able to accommodate those revisions and they
agreed to do so without charging additional room rental fees. The dates for that Forum
would be August 7-10, 2016.

MOTION:
Barb DeLucia moved to allow Nils King to continue and complete negotiations to hold
the Traffic Records Forum at the Hyatt Regency in Baltimore, MD from August 7-10,
2016.
Tim Kerns seconded.
MOTION Approved

4. Treasurers Report: Bob Rasmussen
   A copy of the full Treasurer’s report is appended to the members’ copy of these minutes. The expenses included two invoices from TSASS and the income was one set of member dues.

5. Liaison Reports:

   TRB (Bernardo Kleiner):
   Committees are working and the NCHRP projects are all underway. There are several upcoming TRB webinars related to data collection and use for strategic planning that would be of interest to this group (http://www.trb.org/Main/events.aspx?calendar=y).

6. Committee Reports:
   a) Data Quality & Improvement (Bob Scopatz & Marty Pollock). No report.
   b) ATSIP Strategic Planning (Nils King) No report.
   c) Membership (Bob Rasmussen) No report.
   d) Outreach (Hadi Shirazi) No report.
   e) National Agenda (Dave Bozak) No report.
   f) Outreach for SMEs to serve on assessments (Dave Bozak)

   An email was distributed to solicit interest in becoming an SME.

7. Web Site (TSASS Staff)
   Kellee Holcomb reported that the 2013 Traffic Records Forum website has been archived and the www.trafficrecordsforum.org address now directs to information about the 2014 Forum. There is not much information up yet, but more is expected in the near future.

   Cindy needs to follow-up with Kellee about the photos provided from the 2013 Forum.

8. 2nd Vice President’s Report, 2014 Forum Update (Tim Kerns)
   Tim Kerns reported that he and Bob Rasmussen will be conducting a site visit next week in St. Louis. He has talked to Kellee about the website transition and will have information related to sponsors, vendors, and abstract submissions ready for posting and dissemination after the site visit.

   Nils King inquired about speakers and may have someone to recommend. Tim stated that no one has been identified yet, but there are options within the host state.

9. New Business
   Congratulations to Angie Langanke on the birth of her daughter!

10. Next meeting: April 16, 2014 (teleconference call), 1:00 PM Central Time

11. Adjourn
MOTION: 
John Carrico moved to adjourn. 
Kathleen Haney seconded. 
Motion carried.

Nils King adjourned the meeting at 2:24 PM

Submitted as Draft for Review March 19, 2014 by Cynthia A Burch
Submitted as Draft for Approval April 8, 2014 by Bob Scopatz
Approved as Final April 16, 2014 by the ATSIP Executive Board
## ATSIP MONTHLY FINANCIAL STATEMENT
**Friday, February 28, 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>
</table>

### Income:

- **Dues Member**: $25.00
- **Dues Fellow**: $0.00
- **Affiliate Membership**: $0.00
- **NHTSA Reimbursement for Grant**: $0.00
- **Vendor Booths**: $0.00
- **Extra Personnel**: $0.00
- **Forum Registrations - 17 @ $420.00 (Check)**: $7,140.00
- **Forum Registrations - 0 @ $370.00 (Check)**: $0.00
- **Forum One-Day - 0 @ $150.00 (Check)**: $0.00
- **Forum Registrations - 13 @ $420.00 (PayPal)**: $5,460.00
- **Forum Registrations - 17 @ $370.00 (PayPal)**: $6,190.00
- **Forum One-Day - 10 @ $150.00 (PayPal)**: $1,500.00
- **Forum Spouse/Guest - 1 @ $150.00 (PayPal)**: $150.00
- **Late Fees**: $0.00

**Total Income**: $25.00

### Expenses:

- **PayPal Expenses**: $0.00
- **PayPal Expenses Vendor**: $0.00
- **PayPal Expenses Registration**: $0.00
- **TSASS Agreement Billing (Check 1084)**: -$2,952.00
- **TSASS Agreement Billing (Check 1085)**: -$1,643.00

**Total Expenses**: $0.00

**Net Balance**: $128,534.96