ATSIP Executive Board Meeting
Via webinar/teleconference
May 16, 2018 2:00 PM Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

ATTENDANCE:
Kathleen Haney: President, Minnesota, State DPS
Cory Hutchinson: 1st Vice President, Louisiana, university researcher
Chris Osbourn, 2nd Vice President, Tennessee, Department of Safety and Homeland Security
Bob Scopatz, Minnesota, Secretary, consultant
Allen Parrish, immediate past President, USN Academy, university researcher
Shane Bates, Kentucky, State Law Enforcement (absent)
Kellee Craft, Ohio, TSASS consultant
Patrick Dolan, Tennessee Department of Safety and Homeland Security, Co-parliamentarian
Pete d’Oronzio, Pd’ Programming
Juliet Little, Connecticut, State DOT (absent)
Joe McCarthy, Colorado, consultant
Rhonda Stricklin, Alabama, university researcher
Eric Tang, District of Columbia, consultant (absent)
Sladjana Oulad Daoud, California, DMV (absent)

Non-voting attendees:
Bob Rasmussen, Treasurer, VDOT
Luke Johnson, NHTSA
Bob Pollack, FHWA
Scott Valentine, FMCSA
Jill Hall, TSASS
Karla Houston, Louisiana

1. Call to Order, Attendance/Quorum, Introductions
   Bob Scopatz announced a quorum at 2:04 PM Eastern
   Kathleen Haney called the meeting to order at 2:04 PM Eastern

2. Approval of Minutes from April 18, 2018 Executive Board Meeting
   Kathleen Haney sent the April 18, 2018 minutes as Draft for Approval on 05/16/2018.

   MOTION
   Cory Hutchinson moved to approve the minutes from the April 18, 2018 Executive Board Meeting as amended and distributed on 05/16/2018
   Chris Osbourn seconded
   Motion Approved

3. Liaison Reports:
   a. FMCSA: Scott Valentine said that the High Priority grant applications are due 5 PM Eastern May 21st. The agency is soft launching the update to the data quality performance measures. This will cover the first six measures. There is another set to release in July. The final
for public release will be by the end of the year.

b. FHWA: Bob Pollack said that FHWA will host a Model Inventory of Roadway Elements (MIRE) 2.0 on June 5 2PM Eastern for 90 minutes. The presentation will also include the MIRE Fundamental Data Elements (MIRE FDE). You will need to register for it in advance. Bob Pollack provided a flyer to distribute to interested members. It is attached as an addendum to these minutes.

c. NHTSA: Luke Johnson said that NHTSA is working on revising the traffic records advisory by this Friday.

d. TRB: no report

e. GHSA: no report.

f. NSC: No report.

g. ITE: Bob Scopatz presented the RSP certification flyer and talked about the possibility of ATSIP sponsoring the Level 2 exam development. Kathleen asked Bob to prepare some proposals for our next meeting.

4. Past President’s Report: Allen Parrish
   Allen said that the slate was established in April. Kathleen said that nominations are still open. No new nominations have been received. We have more people on the slate than there are open slots. We will have balloting to determine who is on the board.

5. 1st Vice President’s Report: Cory Hutchinson
   Cory deferred to the executive director report.

6. Treasurer’s Report: Bob Rasmussen
   Bob Rasmussen presented the April 30, 2018 treasurer’s report. A copy of the report is appended to the members’ copy of these minutes. We collected dues income and had some PayPal expenses in the operating account. There has been income in the Forum account based on sponsor payments, tour signups, and registrations.

   **MOTION:**
   Patrick Dolan moved to accept the April 30, 2018 Financial Report.
   Pete d’Oronzio Seconded.
   Motion Carried

7. TSASS Update (Jill Hall, Joan Vecchi)
   No report.
8. 2nd Vice President’s Report: Chris Osbourn

Chris said that he’s been running into problems with needing more advance notice to budget for events. Many of the companies we’ve approached have said that they can’t ask for sponsorship money now for this year’s forum.

Kathleen Haney said that there are a few things in the Constitution and By Laws that we probably need to change. We may want to consider lengths of terms for the officers and uncouple the program chair from the 2nd VP office so that we can have that person working on the forum long before they are voted into the position. Kathleen said that she is asking for people to join a Constitutional Revision subcommittee. People expressing interest were:

Kathleen Haney, Patrick Dolan, and Bob Scopatz. Kathleen will reach out to Ralph Zimmer and Jim Davis to see if they can participate. Everything we do in this committee will go to the Executive Board and then out for a vote of the Full Committee.

9. Committees:

a. Membership (Bob Rasmussen)

There were four new member requests this period: Andrea Bill; Richard Klepner; Brian Pichnarchik; and David Whitchurch. All are applying at the member level.

**MOTION**

Bob Scopatz moved to accept all at the Member level.

Chris Osbourn seconded.

Motion Carried

b. Best Practices (Juliet Little and Patrick Dolan)

Patrick said that we have selected all but one of the presentations—one presenter had to back out of the data visualization award so we are looking for a replacement.

c. Awards (Eric Tang)

No report.

d. Executive Director (Kathleen Haney)

No report. Luke and Kathleen are working on responding to the top 14 candidates.

e. Newsletter (Dave Bozak)

No report.

f. Outreach (formerly TRCCs) (Rhonda Stricklin)

Rhonda Stricklin said that we held the data integration webinar on April 27th. We had 82 lines calling in—some with multiple participants—on the call. ATSIP, NHTSA, NGA, MITRE, and the CDC participated.
g. ANSI Standards Review Committee (Tim Kerns)
   Chris Osbourn said that the workshop is slated for 1:00 – 2:30 on Sunday of the forum.

h. Policy and Procedures (Cory Hutchinson)
   Ralph Zimmer proposed some changes to the Scott Falb Exceptional Service Award policy. He provided his comments to Kathleen. Kathleen suggested that she, Bob Rasmussen, and Bob Scopatz revisit this. Bob Rasmussen said that he would make the changes suggested by Ralph and then share with the others.

10. Future Forums:
   a. 2018 Forum (Chris Osbourn)
      All abstract proposals have been approved. The tentative program is prepared in draft form. They are working to finalize it. The outline is posted on the Forum website. Karla is working on securing sponsors. Chris and Karla are working on Tableau and Panasonic to see if they’ll sponsor—they are close to confirming. The crash test at the CIREN center is lined up for Wednesday. We have purchased the vehicle to use in the crash test. We have reserved the Harley Davidson museum for 3 hours at no cost to the Forum attendees. There will be food, drinks, and games. There will be training motorcycles available too. We placed a deposit to have the Brewers mascot at our reception on Monday evening along with the five Italian racing sausages.

      Kathleen asked if we got a sponsor for the vehicle. Chris said that ATSIP paid for the vehicle but may get a sponsor for it.

      If there are any last-minute submissions, send them to Chris and he will see if he can put it on the program.

      Chris said that we are going to use Guidebook application. Bob Rasmussen said that we need to renew that annually. Chris will talk to Bob about renewal. Chris said we hope to point everyone to the forum feedback surveys in the guidebook so that we would not have to use so much paper.

      We 100 people registered, 68 have paid. We have 9 sponsors/exhibitors. 29 people signed up for the crash tour.

   b. 2019 Forum in Austin, TX (Juliette Little)
      Kathleen said we would hold this until next month. Kathleen said that the hotel has been selected. Cory asked if the location is in downtown or nearby. The hotel is north of Austin in a shopping mall area.

11. Old Business
   None
12. New Business

None

13: Next meeting June 20, 2018 2 PM Eastern Time (Virtual Meeting)

14. Adjourn

MOTION

Cory Hutchinson moved to adjourn
Patrick Dolan seconded
Motion Approved

Kathleen Haney adjourned the meeting at 3:04 PM Eastern

Submitted as Draft for review on 05162018 by Robert A. Scopatz, Secretary
Submitted as Draft for Approval on 6142018 by Robert A. Scopatz, Secretary
Approved by a vote of the ATSIP Executive Board on 06202018
MIRE FDE & MIRE 2.0: What You Need To Know

The FHWA Office of Safety and Office of Safety Research and Development will be conducting a webinar on the recently released Model Inventory of Roadway Elements, Version 2.0 (MIRE 2.0) and on the Model Inventory of Roadway Elements, Fundamental Data Elements (MIRE FDEs) on Tuesday June 05, 2018 from 2:00 - 3:30 PM EDT.

The webinar will provide information about the update process from MIRE 1.0 to MIRE 2.0. It will also cover how MIRE 1.0 and 2.0 are similar and different. Additionally, the webinar will provide an update on the requirements and status of the MIRE FDEs. We will provide information about technical assistance that is available from FHWA to help States improve the MIRE data and meet the MIRE FDE requirements. Practitioners and stakeholders are encouraged to participate.

To participate you must register at:
https://attendee.gotowebinar.com/register/851914094300018178

After registering, you will receive a confirmation email containing information about joining the webinar.

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If you have any questions, please contact Bob Pollack at Robert.pollack@dot.gov or Nancy Lefler at lefler@hsr.unc.edu.