ATSIP Executive Board Meeting
Via Teleconference
May 17, 2017 2:00 Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

ATTENDANCE:
Allen Parrish, President, USN Academy, university researcher
Kathleen Haney: 1st Vice President, Minnesota, State DPS
Cory Hutchinson: 2nd Vice President, Louisiana, university researcher
Tim Kerns, Maryland, Immediate Past President, university researcher
Bob Scopatz, Minnesota, Secretary, consultant
Juliet Little, Connecticut, State DOT
Kellee Craft, Ohio, TSASS consultant
Rhonda Stricklin, Alabama, university researcher
Sladjana Oulad Daoud, California, DMV
Eric Tang, Virginia, (consultant)

ABSENT:
Patrick Dolan, Tennessee Department of Safety and Homeland Security
Joe McCarthy, Colorado, consultant
Shane Bates, Kentucky, State Law Enforcement
Chris Osbourn, Tennessee, Department of Safety and Homeland Security

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian
Luke Johnson, NHTSA
Scott Valentine, FMCSA
Bob Rasmussen, Treasurer, VDOT (retired)
Bob Pollack, FHWA
Pete d’Oronzio
Karla Houston
Jill Hall, Ohio, TSASS consultant
Joan Vecchi, TSASS
John McDonough, NISR
Cynthia Burch, Maryland

1. Call to Order, Attendance/Quorum, Introduction
   Bob Scopatz announced a quorum at 1:04 PM Central Time
   Allen Parish called the meeting to order at 1:04 PM Central

2. Approval of Minutes from April 19, 2017 Executive Board Meeting
   Allen asked for any questions or comments.
MOTION
Cory Hutchinson moved to approve the minutes of the April 19, 2017 Executive Board Meeting based on changes made through today’s Executive Board Meeting. Rhonda Stricklin seconded.
Motion Approved

3. Immediate Past President’s Report: Dr. Tim Kerns
The ballot is now final, no additional nominations were received from the members.

4. 1st Vice President’s Report: Kathleen Haney
No report.

5. Treasurer’s Report: Bob Rasmussen
Bob Rasmussen reported on the April 2017 ATSIP and TR Forum account balances. There were some reimbursements and transfers from PayPal. A copy of the Treasurer’s report is appended to the member’s copy of these minutes.

Cory Hutchinson asked what role Hadi Shirazi plays. Bob said that Hadi deposits the physical checks into our account in Louisiana.

MOTION
Bob Scopatz moved to accept the April 30, 2017 Treasurer’s Report as submitted. Cory Hutchinson seconded. Motion Approved

6. Liaison Reports:
FMCSA  FHWA  NHTSA  TRB  GHSA  ITE  NSC

FHWA:
Bob Pollack said that there is nothing new to report from FHWA this month.

NHTSA:
Luke Johnson said that all of the DOT abstracts for Forum sessions are submitted. He will be meeting with Cory and Karla later this week.

FMCSA:
Scott Valentine said that FMCSA that the office manager and division director will be attending the Forum this year.

7. ANSI D16 (Jill Hall and Joan Vecchi)
Joan Vecchi reported that the final vote is out to the Consensus Body members. After that, the D16 will go back to ANSI for the Board of Standards review. After that, if there are any appeals, they will complete that process and finalize.

Kathleen Haney said that the Standards Review committee still needs to be set up and Tim Kerns will be leading. We need a minimum of four people, two from the ATSIP Executive Board. Tim will be the Data Analyst and serving as a Board member. We need volunteers for the remainder of the slots. Bob Scopatz asked if the representatives of the ATSIP Board have to be active Board members at the time they serve or only at the time
they are appointed. Kathleen asked if the assignments can be based on position (e.g., the Immediate Past President) or does it have to be a named person.

8. **2017 Forum**
   a. **2nd Vice President’s Report: Cory Hutchinson**
      Cory Hutchinson said that things are going smoothly. We do have registrations that are about in line with the numbers from previous years. Louisiana will register about 25 people next week, so we will be at 100 registrations soon. The hotel block is about 66% booked so far. He spoke with the hotel and they said that as we get close to filling the block they can increase it for us. We have 5 exhibitors, 9 sponsors, and about $50,000 in fees. We have one more verbal agreement with a private company and none of the Federal partners have booked their booths yet. About half of the sponsors are new this year. We had to extend the window for submissions of proposals to get more submissions. We are open through the end of May. We have roughly 50 abstracts on the website, plus 29 from the USDOT agencies. We are about to open the booth selection to the vendors. We have 3 bids for AV services. The hotel’s bid is about 2x what the external vendors estimated. We’re talking to the hotel now to see if there are any drawbacks or if the hotel will lower their price. Registration gifts are already in hand. Speakers’ gifts are on order. Bags aren’t ordered yet but will be done soon. Lanyards as well. Still waiting to finalize the conference booklet and set up the app for this year. Cory will speak with Rhonda Stricklin about setting that up.

      Still need one speaker. We have two lined up already. CIO from large companies in Louisiana, plus the Secretary of LADOTD. Third speaker is from Department of Health and Hospitals.

      Cory is going to send out specific information on all conference timing. John McDonough asked about the MMUCC meetings. John also asked about a preliminary agenda posting so that people can get approved for travel if they need to know the program in order to submit the request. Kathleen Haney said that in her State, they must wait until a full agenda is required before she can get travel approved. Cory said he will post a template on the web, but the final may not be ready until July.

9. **Membership**
   There is one new member application to vote on: Beth Loflin from Mississippi Office of Highway Safety

   **MOTION**
   Tim Kerns moved to accept Beth Loflin at the member level
   Juliet Little seconded.
   Motion Approved

10. **Best Practices (Chris Osbourn, Juliet Little)**
   The date for submissions has been extended. So far we only have one application.

11. **Awards (Eric Tang)**
   Eric Tang said that the deadline was extended to June 2nd so that the Executive Board can
approve the awards at the June meeting. We have only received one nomination for one of the categories. Ralph Zimmer said that that email that went out says that the Distinguished Achievement Award can be given to individuals or groups. He said he would discourage that and rather to create a new award intended for organizations. Rhonda Stricklin suggested that if we get a submission for a group, we could send that over to the Best Practices award group rather than create a new award.

12. Executive Director (Kathleen Haney)

Kathleen said that the group has been meeting weekly. We met with a legal resources firm that advised us on the hiring requirements. We need attorney assistance and verified that we must hire this person as a direct employee versus a contractor. We have several HR requirements that must be met. Kathleen showed a flyer describing services from Saul Ewing LLC as they offer a fixed fee package that does everything we need. The lawyers also suggested that we hire a payroll processing company. The Executive Director Committee recommends that we proceed with hiring an Executive Director as a direct employee, use the Saul Ewing LLC company’s package, and also set aside money for the payroll services. Ralph Zimmer asked if the lawyer’s fees are one-time or if there are continuing fees. Kathleen said that the fees are one-time and the firm offers ongoing services as needed. Bob Scopatz said those fees are small and would be just to keep up with new notifications required by the States or federal agencies.

The committee requested three motions:

MOTION:
Kathleen Haney moved to empower the Executive Director Committee proceed with hiring an Executive Director as a direct ATSIP employee, that the Board allocate $4000 to contract with the Saul Ewing LLC, and allocate up to $1000 for payroll services.
Bob Scopatz seconded
Motion approved.

13. Newsletter (Dave Bozak)

No report

14. TRCC

Rhonda Stricklin said that the committee is hoping to set up a meeting next week, and then one more before the Forum. Hoping to do them close together to help promote the Forum. Later, we’ll plan on quarterly meetings.

15. Future Forums

a. 2018 Forum (Chris Osbourn)
No report.

b. 2019 Forum (Allen Parrish)
Rhonda Stricklin said that the file (short list) from Helms Briscoe has been provided via email. Helms Briscoe said that Forth Worth is having a promotion giving incentives for first time bookings. We would get about $10 per room and would amount to about $6,300. They weren’t on our list anymore. Helms Briscoe
also gave us lists for San Antonio, Austin, and Kansas City at our request. Rhonda
highlighted a selection of hotels based on the data provided. Luke said that we can
exceed the allowed rate for lodging in each market. The only risk is that some of
the Federal people may not be able to stay at the hotel. If the difference is small, it
can usually be approved. Rhonda said that the San Antonio hotels are over the
allowed lodging rate. We could find places in Austin, Fort Worth, or Kansas City
within the allowed rate.

Rhonda said that there are two good fits in Austin (Renaissance looks best). Fort
Worth, the Renaissance also looks best. For Kansas City, the Marriott looks best,
they don’t have our 1st choice dates available. Bob Scopatz said that he would
very much prefer Austin versus Fort Worth.

MOTION:
Rhonda Stricklin moved that we pursue a contract starting with Austin.
Failing that, we pursue a contract in Kansas City and after that, Fort Worth.
Bob Scopatz seconded
Motion approved

Cory Hutchinson said that we are looking two years out and we’re trying to grow
so we need to look at the contract so we have room to grow. Allen said that we
will still have time for the Board to vote on revising and accepting the contract.

16. Old Business
   a. GoToMeeting Account (Rhonda Stricklin)
      The GoToMeeting account is established. Ask Bob Rasmussen for access if you
      need it for ATSIP business.

17. Next meeting, June 21st via teleconference at 2PM EDT.

18. Adjourn
   MOTION
   Bob Scopatz moved to adjourn
   Eric Tang seconded
   Motion Approved
   Meeting adjourned at 2:07 PM Central time

Submitted 5/17/2017 as Draft for Review by Bob Scopatz
Approved by a vote of the Executive Board on 06/21/2017