ATSIP Executive Board Meeting
Via Teleconference
May 21, 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
Joanna Reed, NISR
Allen Parrish, Alabama
Angie Langanke, TSASS by proxy to Nils King
Barbara DeLucia, Texas
Kathleen Haney, Minnesota
John Carrico, Kentucky

Non-voting attendees:
Ralph Zimmer, Co-parliamentarian
Bob Rasmussen, Treasurer
Luke Johnson, NHTSA
Kara Mueller, TSASS
Kellee Holcomb, TSASS
Eric Tang, Cambridge Systematics
Hadi Shirazi, LA DOTD

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

2. Approval of Minutes from April 16th, 2014 Executive Board Meeting
   
   MOTION:
   Kathleen Haney moved to accept the minutes of the 4/16/2014 minutes.
   John Carrico seconded.
   MOTION Approved

3. 1st Vice President’s Report: Cindy Burch
   Cindy Burch reported that the 2016 hotel contract is signed. The IT subcommittee has not
   met, but will begin to meet again soon to evaluate ATSIP’s IT needs.

4. Treasurers Report: Bob Rasmussen
   A copy of the treasurer’s report dated April 30, 2014 is attached to the member’s copy of
   these minutes. Bob Rasmussen added that there are some items that are not reflected in the
   April financial report, but show in the May report. We are starting to receive dues as the
   annual renewals are beginning.
5. Liaison Reports:

**Luke Johnson (NHTSA):**
Luke Johnson reported that they don’t have anything new and outstanding since last month.

6. Committee Reports:

a) **Membership** (Bob Rasmussen)
We have two applications (Captain Shane Bates, and Sarah Searcy).

**Motion**
Bob Scopatz moved that we accept Captain Bates and Sarah Searcy as members.
John Carrico seconded.
Motion approved

b) **Outreach** (Hadi Shirazi)
Hadi said he and Cory Hutchinson are working to be ready for the Traffic Records Forum. Nothing else to report.

c) **2014 Nomination Committee** (Marty Pollock)
Marty Pollock stated that he has the report of the nominations committee and instructions ready. He asked if the Board has to approve the nominations. Ralph Zimmer said it does not require the approval of the Executive Board. Marty said he will prepare the slate to be sent out and ask for Kellee’s assistance to send it out via the ATSIP account.

Bob Rasmussen asked if anything needs to happen other than sending out the slate of nominations and give people the opportunity to petition for additions to slate of nominees on the ballot to be produced later. Ralph Zimmer confirmed all that was required was to send the slate to members and give them that opportunity.

d) **National Agenda** (Dave Bozak via email)
See attached message from John Ulczycki, Vice President, NSC, dated April 11, 2014 - stating that the NSC was waiving all of its rights of ownership to the copyright on the National Agenda. Still waiting for letter to be mailed to ATSIP President, Nils King.

e) **Outreach for SMEs to serve on assessments** (Dave Bozak via email)
Here is a combined list of SME recommendations, including persons listed in the Expert Pool for SMEs on ATSIP's website, known individuals, e.g., previous Board members, and others who are either known to ATSIP or were recommended by a current or past member of the Board. The areas of the assessment process that they would focus on based on their expertise are indicated next to their names.

Expert Pool - ATSIP Website

Bob Scopatz - Crash and Strategic Planning
Allen Parrish - Citation/Adjudication and TRCC Management
Cory Hutchinson - Crash, Strategic Planning and TRCC Management
John Carrico -
Previous/Current Board Members

Dan Magri - Roadway
Hadi Shirazi - Roadway
Ida Van Schwalwyk - Crash and Roadway
Jim Templeton - All sections of assessment process, excluding Roadway and Injury Surveillance

Persons Known to ATSIP or Recommended by past Member of the Board

Marcia Drake (WA State) - Citation/Adjudication (recomm. by Ida Van Schwalwyk) Nicole Charlson (OR) - Crash and TRCC (recomm. by Bozak) Barry Bratt (CO) - Crash and TRCC (recomm. by Joan Vecchi) Stacey Manware (CT) - Citation/Adjudication and TRCC (recomm by Bozak) Dan Gieseman (IA) - Crash and Roadway (recomm by Bozak) Jeremy Hodges (MO) - Crash, Citation/Adjudication and TRCC (recomm by Leanna DePue) Romell Cooks (Former NHTSA Reg Admin) - Crash and Driver (recomm by Bozak)

Others Already Involved in Assessment Process (responding to SME Outreach)

Jana Simpler (DE)
Joe McCarthy (CO)
Juliet Little (CT)

Contact Dave Bozak directly to be added to his list.

7. Web Site (TSASS Staff)
Kellee and Kara reported that the membership system is ready to go with automated invoicing but need ATSIP authorization. Bob Rasmussen asked for them to hold off until Monday and then it will be ready with all of his corrections.

Deferred payments for the Forum—will ATSIP accept early registrations without payment included, or do we want to handle this differently. Bob Rasmussen said that we just need better tracking on the financial side to be sure that people can register early if they need to in order to get the expense through their State system, but we need to be sure to collect from them by the Forum.

The Forum registration system is getting ready. Tim Kerns supplied the registration pricing so it is also ready to go.

Bob Rasmussen said that ATSIP has agreed to purchase a cell phone for TSASS to use as the ATSIP general number. That number will be published on the website. Bob said that he needs the name and mailing address where the phone will go. TSASS will send that information to Bob today.

8. 2nd Vice President’s Report, 2014 Forum Update (Tim Kerns)
Tim Kerns reported that a floor plan/layout for exhibitor space will be available soon. The support contractor Heritage Exposition Services. The deadline on the website for signups is
9. New Business

**ATSIP’s Status pertaining to IDIQ proposals:** Nils reported that he has been contacted by multiple parties related to the NHTSA IDIQ proposals. Nils read a statement indicating that ATSIP would be available to be listed on any organization’s proposal as long as it is not an exclusive arrangement. Bob Scopatz and Barb DeLucia recused themselves from the discussion and voting. Barb did ask if an ATSIP member had an exclusive agreement with a vendor. Nils suggested that it would depend on what the agreement said. Cindy Burch said that it should not result in a personal conflict because ATSIP is making itself available as a resource on a non-exclusive basis. Individuals can enter into relationships with a vendor independent of what ATSIP does to support the identification and selection of subject matter experts to serve as assessors.

Kathleen Haney asked Nils to send the statement in an email. The statement reads: “I have been approached by several organizations interested in listing ATSIP as a partner for providing Assessment SMEs in their IDIQ proposal. I have agreed and would like to make ATSIP available to any organization submitting a proposal under the conditions that it is a NON-EXCLUSIVE agreement.”

Nils asked for a motion to the effect of the

**MOTION:**

Kathleen Haney moved that “the ATSIP organization will be available as a resource to any organization submitting a proposal for the NHTSA Traffic Records Support IDIQ under the condition that it is a non-exclusive agreement.”

Joanna Reed seconded

Motion passed with two abstentions

Bob Rasmussen suggested that the contact should be made to Nils. John Carrico and Kathleen Haney said that inquiries should be directed to the ATSIP President.

**MOTION:**

John Carrico moved that the statement from ATSIP include wording that all inquiries be directed to the President of ATSIP.

Marty Pollock Seconded

Motion passed with two abstentions

10. Next meeting: June 18th 2014 (teleconference call), 1:00 PM Central Time

11. Adjourn

**MOTION:**

Cindy Burch moved to adjourn.

John Carrico seconded.

Motion carried.

Nils King adjourned the meeting at 1:51 PM
Submitted as Draft for Review May 21, 2014 by Robert A. Scopatz, Secretary
Revised reflecting changes received as of May 21, 2014
Approved as Final June 18, 2014 by the ATSIP Executive Board
## ATSIP MONTHLY FINANCIAL STATEMENT

**Wednesday, April 30, 2014**

<table>
<thead>
<tr>
<th>JPMorgan Chase Bank, N.A. Operating Account</th>
<th>JPMorgan Chase Bank, N.A. Forum Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance March 31, 2014 $37,112.94</td>
<td>Balance March 31, 2014 $123,914.96</td>
</tr>
</tbody>
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### Income:
- **Dues Member**
- **Dues Fellow**
- **Affiliate Membership**

### Expenses:
- **PayPal Expenses**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Dues Member</td>
<td></td>
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<tr>
<td>Dues Fellow</td>
<td></td>
</tr>
<tr>
<td>Affiliate Membership</td>
<td></td>
</tr>
<tr>
<td>NHTSA Reimbursement for Grant</td>
<td>$15,964.00</td>
</tr>
<tr>
<td>Vendor Booths</td>
<td></td>
</tr>
<tr>
<td>Extra Personnel</td>
<td></td>
</tr>
<tr>
<td>Forum Registrations - 0 @ $420.00 (Check)</td>
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<tr>
<td>Forum Registrations - 0 @ $370.00 (Check)</td>
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</tr>
<tr>
<td>Forum One-Day - 0 @ $150.00 (Check)</td>
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</tr>
<tr>
<td>Forum Registrations - 0 @ $420.00 (PayPal)</td>
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</tr>
<tr>
<td>Forum Registrations - 0 @ $370.00 (PayPal)</td>
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</tr>
<tr>
<td>Forum One-Day - 0 @ $150.00 (PayPal)</td>
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<tr>
<td>Forum Spouse/Guest - 0 @ $150.00 (PayPal)</td>
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</tr>
<tr>
<td>Late Fees</td>
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</tr>
</tbody>
</table>

### Total Income $0.00

### Total Expenses $0.00

### Balance April 30, 2014 $37,112.94

### Submitted to Board 5/21/2014

R. R. Rasmussen II
ATSIP Treasurer

### Total Assets $172,285.28

### Pending Check Deposit $0.00
- **Outstanding Checks/Bills:**
  - Total Expenses $-4,706.62
  - TSASS Agreement Billing (Check 1086) $-3,477.00
  - R. R. Rasmussen II (Check 1087) St. Louis Site Visit $-641.10
  - Timothy J. Kerns (Check 1088) St. Louis Site Visit $-588.52

### Pending PayPal Deposit $0.00
- **TSASS Agreement Billing (Check 1089) $-5,037.00**

### Outstanding Income:
- NHTSA Reimbursement for Grant
Copy of letter from NSC.

John Ulczycki

April 11, 2014

David,

As you know, the National Safety Council worked with ATSIP to produce the National Agenda for Traffic Safety Information Systems. I believe the last date of publication was 2003. NSC holds the copyright on that publication but we are happy to provide ATSIP the rights to that copyright so that ATSIP may update the publication and produce it again.

May this letter serve as a notice that National Safety Council waives all of its rights of ownership to that copyright.

Best regards,

John Ulczycki
Vice President
National Safety Council