ATSIP Executive Board Meeting
Via Teleconference
June 18, 2014

ATTENDANCE:

Nils King, President by proxy to Cindy Burch
Cynthia Burch, 1st Vice President
Tim Kerns, 2nd Vice President
Marty Pollock, Past President
Bob Scopatz, Secretary
Cory Hutchinson, Louisiana by proxy to Hadi Shirazi or Bob Scopatz
Barbara DeLucia, Texas by proxy to Bob Scopatz
Kathleen Haney, Minnesota by proxy to Bob Scopatz

Non-voting attendees:
Ralph Zimmer, Co-parliamentarian
Bob Rasmussen, Treasurer
Dick Paddock, TSASS
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 1:05 PM Central Time as soon as Cindy Burch arrives
Tim Kerns called the meeting to order at 1:05 PM Central Time for non-voting items.
Cindy Burch arrived at 1:15 and that made up a full quorum.
NOTE: the minutes are not in chronological order due to the meeting being reordered to allow time for Ms. Burch’s arrival before voting began. – RAS, Secretary

2. Approval of Minutes from May 21st, 2014 Executive Board Meeting

MOTION:
Marty Pollock moved to accept the minutes of the 5/21/2014 minutes.
Tim Kerns seconded.
MOTION Approved

3. 1st Vice President’s Report: Cindy Burch.
Cindy reported that she is working with Nils King to develop action strategies for the Strategic Plan for the two items: Membership, and the Forum
Cindy noted that ATSIP has given out two awards: Distinguished Achievement Award, and the Exceptional Service Award. She asked if we could officially define these two awards. The other question is whether we could name the Exceptional Service Award as the Scott Falb Exceptional Service Award. Ralph Zimmer asked if the Board will be presented with credentials/justification for the nominees. Cindy said yes, those will go to the Board and a vote will be taken.
MOTION:
Bob Scopatz moved that the Association may give both of the defined awards in one calendar year if there are suitable nominees.
Tim Kerns seconded
MOTION Approved

MOTION:
Bob Scopatz moved that the Association rename the Exceptional Service Award to be the Scott Falb Exceptional Service Award.
Tim Kerns seconded
MOTION Approved

Bob Scopatz said that he will notify Jan Falb, Scott’s wife of the award’s name.

4. Treasurers Report: Bob Rasmussen
A copy of the treasurer’s report dated May 31, 2014 is attached to the member’s copy of these minutes. Bob Rasmussen added that there was $175 of dues income this month, but this should increase with Forum registrations. We also had to do our tax exempt filing and order new checks. On the forum account, we have received income from vendors and sponsors.

5. Liaison Reports:
None

6. Committee Reports:

a) Membership (Bob Rasmussen)
We have one application (Tonya Neaves).

MOTION
Bob Scopatz moved that we accept Tonya Neaves as a member.
Marty Pollock seconded.
MOTION approved

b) Outreach (Hadi Shirazi)
No report

c) 2014 Nomination Committee (Marty Pollock)
Marty Pollock reported that the letter to paid members and emeritus members with the slate of nominations went out on June 13th. The 2015 and 2016 classes remain as is. The 2017 class will be voted on along with the Officers. The letter included the petition for additional nominations. Marty has asked for the petitions to be returned to him by August 22.

MOTION
Marty Pollock moved that the results of the ballots will be presented at the Association General Meeting (on Tuesday, October 28, 2014) of the Forum
Bob Scopatz Seconded
MOTION Approved
d) Outreach for Subject Matter Experts (SMEs) to serve on assessments (Dave Bozak via email)

Dave Bozak submitted the following via email. He said it is not complete and he needs some help getting this list up to date. Some of it is test data entered by TSASS to work on the system. Dick Paddock asked if Dave could get back to Kellee with updates.

**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 - Crash and TRCC Management
Bob Rasmussen - Roadway and Strategic Planning
Tim Kerns - EMS/Injury Surveillance and Data Integration
Joanna Reed – Crash
Barbara DeLucia - Roadway

**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)

7. Web Site (TSASS Staff)

Dick Paddock reported that TSASS will have credit card payment processing capabilities by July 1. They will support manual processing if there are problem. The automatic renewal process will also be turned on July 1. Roughly 100 people will get renewal notices immediately after. The Forum registration system has been changed to reflect new payment rates. It will be turned on as soon as the PayPal issue is resolved.

Dick Paddock said that the SME list has not been updated. Bob Scopatz said that he would contact Dave to get the responses to the solicitation email entered into the system. The
methodology envisioned is that the Board will have a chance to endorse specific individuals and track when people are endorsed alternatively by NHTSA.

Dick asked about the cell phone for Kellee. Bob Rasmussen said that this is on his list of items to take care of. Dick said that they need to post a number soon, so if the cell phone isn’t available, he will use the TSASS number. Bob Rasmussen said he will get the phone this weekend.

Dick said that the budget seems sufficient through October unless there are change orders from ATSIP for the systems.

8. 2nd Vice President’s Report, 2014 Forum Update (Tim Kerns)
Tim Kerns reported that the registration will open July 1. We will need to remind people to make their reservations early. We are still in need of sponsors/exhibitors—a second round email went out, and a third round is ready to go out. Tim and Kellee will discuss sending an email blast to the general population. We have 8 abstracts submitted so far with one month to go before the call for abstracts closes. Tim will also reach out to past presenters for the Sunday workshops. We have the Monday luncheon speaker and are still working on a speaker for the Monday session. We are also putting together some activities, especially to recognize past Chairs since this is the 40th Annual Forum. We will get information out in early July. The audio-visual contract is all set. The printing contract is also set up.

The committee is going to meet this week and will plan to ask for an email vote on whether to offer past presidents/chairs a discounted rate for Forum attendance.

9. New Business
None

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

11. Adjourn

MOTION: Bob Scopatz moved to adjourn.
Marty Pollock seconded.
Motion carried.

Cindy Burch adjourned the meeting at 2:05 PM

Submitted as Draft for Review June 18, 2014 by Robert A. Scopatz, Secretary
Submitted as Draft for Approval July 16, 2014 by Robert A. Scopatz, Secretary
Approved by a vote of Executive Board on July 16, 2014