ATSIP Executive Board Meeting
Via Teleconference
July 19, 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
Bob Scopatz, Minnesota, Secretary, consultant
Shane Bates, Kentucky, State Law Enforcement
Kellee Craft, Ohio, TSASS consultant
Patrick Dolan, Tennessee Department of Safety and Homeland Security
Juliet Little, Connecticut, State DOT
Joe McCarthy, Colorado, consultant
Chris Osbourn, Tennessee, Department of Safety and Homeland Security
Rhonda Stricklin, Alabama, university researcher

ABSENT:
Tim Kerns, Maryland, Immediate Past President, university researcher
Eric Tang, Virginia, (consultant)
Sladjana Oulad Daoud, California, DMV

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian
Jim Davis, Co-Parliamentarian
Luke Johnson, NHTSA
Jill Hall, TSASS
Bob Rasmussen, Treasurer, VDOT (retired)
Bob Pollack, FHWA
Karla Houston
Joan Vecchi, TSASS

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

2. Approval of Minutes from June 21, 2017 Executive Board Meeting
   Allen asked for any questions or comments.
**MOTION**
Shane Bates moved to approve the minutes of the June 21, 2017 Executive Board Meeting.
Patrick Dolan seconded.
Motion Approved

3. **Immediate Past President’s Report: Dr. Tim Kerns**
   No report

4. **1st Vice President’s Report: Kathleen Haney**
   Kathleen deferred to the Executive Director’s Report later in the meeting.

5. **Treasurer’s Report: Bob Rasmussen**
   Bob Rasmussen reported on the June 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. Rhonda Stricklin asked about an income item. Bob Rasmussen said that there are items that will be reflected in July’s report.

   **MOTION**
   Bob Scopatz moved to accept the June 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 they are waiting on the Secretary’s approval for travel for several of the planned FHWA attendees. They will register as soon as approved. He also said that there were a few changes that Bob submitted to Cory Hutchinson on the agenda for the Forum. Cory made those changes.

   Joan Vecchi reported that the changes have been submitted to ANSI for the 8th Edition. There is a 45-day public comment and review period. The Consensus Body must respond to any comments and then ANSI will make a final determination.
   Kathleen Haney asked if there is an ANSI D16 session at the Forum. Bob Scopatz asked if there is any sort of email blast or other notification that the public comment period is active. Joan and Jill both said that they believe there is only notification within ANSI’s own newsletter and/or contacts. Kathleen asked (and Joan confirmed) that the Consensus Body will need to respond to any comments received.

8. **2017 Forum (New Orleans)**
   a. **2nd Vice President’s Report: Cory Hutchinson**
      Cory said that he and Karla are working to get more exhibitors. They have 24 sponsors signed up, 23 of which will be exhibitors. Over half of them are new
vendors who have not exhibited or sponsored the Forum before.

We have 99 or 100 presentations. We did have to turn some people down and that will need to be discussed during our meeting on Sunday of the Forum. There are several full sessions scheduled for Sunday. During the Forum, we will have 6 concurrent sessions. The agenda is posted on program page. The guidebook is published and ready for downloading. The email notice will go out tomorrow. We should promote use of the electronic guidebook – that would save us money and would give people more detailed information than the printed program can have in it. They both cost about the same ($3,500 each) and the electronic guidebook is more complete.

All the sessions are lined up. Cory and Karla sampled the food at the hotel yesterday. The food is excellent, but it is very expensive. He was hoping to have more registrations by this point. It looks like we may not make the 400-attendee target.

Cory Hutchinson said that the room block has been increased twice. The hotel has told us that we cannot increase the block again. We don’t have an overflow hotel so people should identify their own option. The cost per room is $117 (an increase of $10/night) but it is still within the Federal per diem.

9. Membership
There are four new applications to vote on: David Santos, Jr.; Rudynah Capone; Julie Gallagher; and John Pfeiffer. They all have applied at the Member level.

MOTION
Cory Hutchinson moved to accept all at the Member level
Joe McCarthy seconded.
Motion Approved

10. Best Practices (Chris Osbourn, Juliet Little)
Chris Osbourn said that we have good lineups for the Best Practices and Data Visualization sessions and awards.

11. Awards (Eric Tang)
No report. Bob Rasmussen said that both award trophies have been ordered and paid for. Ralph Zimmer asked if there would be a formal vote on both of those awards.

MOTION
Kathleen Haney moved that we accept the Award Committee’s recommendations for Sean McLaurin (Distinguished Achievement Award) and Cory Hutchinson (Scott Falb Exceptional Service Award).
Shane Bates seconded
Motion Approved

MOTION
Bob Scopatz moved that we approve funding for travel costs for the Distinguished Achievement Award recipient up to the amount recommended by the Awards Committee.
Committee.
Patrick Dolan Seconded

12. Executive Director (Kathleen Haney)
Kathleen Haney said that she is working on a policy so that we do not have to vote on travel reimbursements for award recipients in the future.

For the Executive Director position, we have hired the legal firm for support in hiring and HR requirements. The purchase order will go out shortly from Kathleen.

13. Newsletter (Dave Bozak)
No report.

14. TRCC (Rhonda Stricklin)
Rhonda Stricklin reported that the committee held an outreach call yesterday. She said that they have not taken attendance; however, over 40 people accepted and the ones who joined via the GoToMeeting link are recorded in a spreadsheet. Karla and Cory talked about the Traffic Records Forum and encouraged people to attend. Luke Johnson also lined up three states that have already moved to the new definition of Serious Injury (MN, CT, and VA). They each gave information on the implementation and results in their States. Kathleen Haney said that she had not been able to be on the first call for this group, but her experience with yesterday’s call was very positive.

15. Nominating Committee (Tim Kerns)
No report.

16. Future Forums
a. 2018 Forum (Chris Osbourn and Patrick Dolan)
Chris Osbourn is preparing a presentation for the last day of this year’s Forum to give people a briefing on the Forum in Milwaukee. Kathleen Haney asked if we could look to see if there is anyone registered from Wisconsin to see if they could talk. Chris said he has contacts with the Highway Patrol and will reach out to them to see who might be able to speak.

b. 2019 Forum (Rhonda Stricklin)
Rhonda Stricklin said that last month we decided on Austin and chose a property. The contract is not yet signed, but we are close to having it ready for signature. Helms-Briscoe is helping us work through all the details including possibility for more meeting rooms. Both hotels we’re considering in Austin have said they have that flexibility. We are also considering whether or not to increase the room block. We have had to increase the room block both this year and in previous years. Rhonda said that we should increase the room block to a total of 920 room nights to avoid running out. Helms-Briscoe has contacted the hotels and they can handle that level for us. Cory Hutchinson said he is working with Lloyd from TSASS on some dashboard data presentations on our attendance and room nights.
Allen Parrish asked that anyone interested in becoming the Program Chair for 2019 please contact him directly.

17. **Old Business**

   Kathleen Haney said that several of us went on a Ghost Tour in Baltimore. She will organize one this year as well.

   Cory Hutchinson asked if people have any concerns about crime levels in New Orleans. We are thinking of printing off safety tips from the NOLA PD. We will have extra police presence. The discussion said that it would be a good idea to give that information to the attendees.

18. **Next meeting, Sunday August 6, 2017 9AM until Noon in person at the Forum. In the Rex Room on the 8th floor of the hotel.**

19. **Adjourn**

   **MOTION**

   Cory Hutchinson moved to adjourn

   Patrick Dolan seconded

   Motion Approved

   Meeting adjourned at 1:58 PM Central time

Submitted 7/19/2017 as Draft for Review by Bob Scopatz

Approved as amended and discussed at the 08/06/2017 meeting of the Executive Board