ATSIP Executive Board Meeting  
August 7th, 2016: Baltimore Inner Harbor Hyatt Regency Hotel  
9:00 AM Eastern; 8:00 Central; 7:00 AM Mountain; 6:00 AM Pacific

ATTENDANCE:
Tim Kerns, Maryland, President, university researcher  
Cynthia Burch, Maryland, Immediate Past President, university researcher  
Allen Parrish, Alabama, 1st Vice President, university researcher  
Chris Corea, Maryland, 2nd Vice President (absent)  
Bob Scopatz, Minnesota, Secretary, consultant  
Shane Bates, Kentucky, State Law Enforcement  
Kathleen Haney, Minnesota, State DPS  
Cory Hutchinson, Louisiana, university researcher  
Juliet Little, Connecticut, State DOT  
Joe McCarthy, Colorado, consultant  
Chris Osbourn, Tennessee, Department of Safety and Homeland Security  
Rhonda Stricklin, Alabama, university researcher  
Eric Tang, Virginia, consultant  
Patrick Dolan, Tennessee Department of Safety and Homeland Security  
Non-voting attendees:  
Ralph Zimmer, Co-Parliamentarian  
Jim Davis, Co-Parliamentarian  
John McDonough, NISR  
Jill Hall, TSASS  
Joan Vecchi, TSASS  
Luke Johnson, NHTSA  
Bob Rasmussen, Treasurer  
Jenny Guarino, FMCSA  
Ida Williams, Maryland  
Robert Pollock, FHWA  
Steve Lavrenz, ITE (via teleconference)

1. Call to Order, Attendance/Quorum, Introduction  
   Bob Scopatz announced a quorum at 9:01 AM  
   Tim Kerns called the meeting to order at 9:01 AM

2. Approval of Minutes from July 20 2016 and July 29, 2016 Executive Board Meetings 
   MOTION  
   Cindy Burch moved to approve the minutes of the July 20, 2016 Executive Board Meeting based on the Draft for Approval reflecting changes through 08/01/2016.  
   Kathleen Haney seconded.  
   Motion Approved
   
   MOTION  
   Eric Tang moved to approve the minutes of the June 29, 2016 Executive Board Meeting based on the Draft for Approval reflecting changes through 08/01/2016.  
   Chris Osbourn seconded.
Motion Approved

3. Immediate Past President’s Report: Cindy Burch
Cindy thanked everyone for her time on the board. The ballot is available for attendees to participate in the election.

4. 1st Vice President’s Report: Allen Parrish
No remarks

5. Treasurer’s Report: Bob Rasmussen
Bob Rasmussen reported on the July account balances, income and expenditures. A copy of the Treasurer’s report is appended to the member’s copy of these minutes. We are receiving registrations for the Forum. We continue to collect money in dues. We collected money from vendors and attendees for the Forum as well. We are waiting for the Forum expenses. We have a positive balance now, but there are several items to pay.

MOTION
Bob Scopatz moved to accept the July 2016 Treasurer’s Reports as submitted
Cory Hutchinson seconded.
Motion Approved

6. Liaison Reports:
FMCSA  FHWA  NHTSA  TRB  GHSA  ITE

NHTSA: Luke Johnson reported that NHTSA is moving forward with the 5th edition of MMUCC. The MMUCC meeting was successful last week. The USDOT proposals were mostly met with approval. They are also looking forward to working with ATSIP and TSASS to complete the ANSI D16 update. They will be using the TRCC Roundtable to focus on Strategic Planning. Looking at both processes and final products. Working with CDC and ATSIP on integration. CDC approached NHTSA 1.5 years ago and suggested that we do a special group and this meeting at the forum is the inauguration of that effort.

Ralph Zimmer asked about NHTSA attendance at the Forum. Luke said that approval was received for the requested 52. There will probably be many that will come for a one-day. The Administrator is confirmed for tomorrow.

FHWA: Bob Pollock reported that FHWA has a project to repeat the State Safety Data Capabilities Assessment. It looks at how each state collects, manages, integrates, and uses their roadway data. It was first done in 2011-2012. Trying to repeat and expand it. As part of that, there will be outreach to the States to see what they would like to see included. The actual data collection will take place sometime in mid-to-late 2017.

Bob said that there’s a Roadway Data Extraction Technical Assistance Program. It is aimed at assisting states to collect the Fundamental Data Elements. They developed a relatively inexpensive data collection tool that also allows States to manipulate data and incorporate data from various sources. The tool also may be useful to transmit data between local agencies and the State.

FHWA also has a session on the new HSIP and Safety Performance Measures Final Rules. The session will provide information on what has changed in HSIP and what the requirements are for safety performance measures.
Part of the safety performance measures final rule requires States to collect data on serious injuries. They have come up with operational definitions for how states should collect and report that information. This is aimed at the police crash report data collection and reporting.

FMCSA: Jenny Guarino said FMCSA is looking at crash data already collected by States to see what could be used by FMCSA.

FAST Act restructured the bulk of the FMCSA grants. Should be streamlined.

The agency has a proposed rule in public comments on their policy guidance on changes to the Grants.

Seatbelt use study among CMV drivers is ongoing.

ITE: Steve Lavrenz said that ITE is working on the Vision Zero Task Force. An announcement was put out in early July. It is intended to bring together practitioners on engineering and planning to address Vision Zero needs. Industry partners are included. There’s a technical working group that will focus on specific products. The first product they have started working on is the Vision Zero Toolbox—a collection of resources, best practice descriptions, and data for practitioners to use in reducing crash-related deaths. Steve anticipates reaching out to the ATSIP community on the resources that ITE is developing and to identify other products. August 14-17 in Anaheim is the ITE Annual meeting.

7. **2nd Vice President’s Report: Chris Corea**

Cindy Burch reported that we have 307 registered for the Forum. Only a small number have not yet paid. Very good compared to prior years. We have 15 exhibitors. No platinum sponsors this year. We have a Silver and Bronze.

We have great speakers. There are several special sessions this year; specials on ArcGIS and Excel analytics. There’s a trauma center tour as well. Two Maryland State Police vehicles will be here each day as well.

Thanks to Cory and Karla from LSU and Jill and Kellee from TSASS for all the work in getting things together for the Best Practices and the Forum this year. Thank you to Chris Corea and his family for stuffing the bags and all the prep.

8. **Committee Reports:**

Membership (Bob Rasmussen)

We have three new member requests:

John Gottsengen, Colorado OIT

Chris Sheets, Appriss

Michael Sheffer, Maryland State Highway Administration

**MOTION:**

Shane Bates moved to accept all three candidates at the Member level.

Joe McCarthy seconded

Motion Approved
Bob Rasmussen said that in anticipation of Cory Hutchinson becoming 2nd Vice President, we need to move him to the Fellow level. He meets the requirements.

**MOTION**

Cindy Burch moved to upgrade Cory Hutchinson to Fellow Level.

Chris Osbourn seconded

Motion Approved

Outreach  
(Hadi Shirazi)

No report

Best Practices  
(Cory Hutchinson)

Everything is on track. We have the sessions set up for the top three best practices and best visualizations. The certificates are ready for distribution at lunch on Tuesday and then create the plaques after we get home after the Forum. We have received at least a dozen nominations each year now that we put the check box on the Forum website. We may need to revise how we do that so that we can get more information from them up front.

Awards  
(Eric Tang)

Eric Tang said that we held the June 29th meeting to approve the awards. We have plaques ready for the meeting. We have time for each of the awardees to give brief remarks upon award. We will codify the monetary assistance for awardees for the future.

9. **Old Business**

   a. ANSI D16.1 support update.

      Joan Vecchi and Jill Hall reported that they both attended the MMUCC 5th edition panel meeting. The goal is to make both uniform and have them completed about the same time. The D16 discussion board is working on line. The Consensus body is meeting on Wednesday. We will have one more meeting and conduct a vote.

      The discussion board needs a greater level of conversation. It is a good process. It may need more reminders to get people out there. We need people to set their ideas down in the discussion format. It can work.

      Luke Johnson said that we do need to satisfy ANSI that the process was collaborative and robust. It’s a fairly high standard. Bob Pollack said that FHWA will have multiple comments on the roadway items.

      ANSI said that there will be a 4% increase in dues. It amounts to a few hundred dollars.


      Cory Hutchinson said that he and Karla are going to be in contact with this year’s planners. The hotel is all set for New Orleans. August 6th-9th at the Marriott in the French Quarter.
c. 2018 Traffic Records Forum
   We do need a program chair for 2018. Tim asked if there is anyone interested in
   being the 2\textsuperscript{nd} Vice President, please talk to Tim and Allen Parrish.
   August 12-15, 2018 at the Hyatt Regency in Milwaukee.

10. New Business
   Cindy Burch asked the Executive Board: can we move forward with continuity and
   stability with some permanent personnel? It is a lot of work to do things for the Forum
   and the organization. We had talked about hiring an executive director, but we’ve not had
   the funds.

   Luke Johnson asked if maybe longer terms would be a solution? From NHTSA’s
   perspective it’s worrisome that there’s nothing institutionalized.

   Ida Williams suggested that perhaps a “play book” could be created to be passed on from
   year to year so that people know what to do.

   Jim Davis talked about his efforts to develop a Business Plan for the ATSIP. It wasn’t
   exactly what Ida was calling for, but it did give us a sense of what the organization did,
   how it was funded, and looked at how we might be able to pay for a part time executive
   director and some funding for the Treasurer. It would have to be negotiated with our
   sponsors on the Federal side to make sure we are in compliance with our contracts.
   We didn’t meet the 5-year goal of having an executive director in place after moving
   from NSC.

   Bob Scopatz suggested that we set up a working group to define the job of director, lines
   of authority, job title, job description, and to work with our Federal partners to be certain
   what we want to do will work with the existing grants structure. And we need a proposal
   for how we can pay for this. Jim Davis said that it could also prompt an update to the
   Business Plan as the assumptions have certainly changed.

   Tim Kerns said that we do need to work on this.

   Allen Parrish asked if the people who join the Association also attend the Forum. Bob
   Rasmussen said that we have a lot of turnover. We only have about 125 paying people.
   Even if we get 400 members, that’s about $10,000. If we bump up the Forum by $50, that
   generates $12,000. We also would need to grow the vendor funding stream. Allen said
   that he’s struggled with this over the years. The fundamental question is what can or
   should this organization be. There is a legitimate path forward that says the purpose is to
   maintain continuity for the TR Forum. If that’s the goal, then we really should find the
   minimal path forward. But, if our intention is to be something else, then we haven’t really
   decided yet what that is. We don’t see the kinds of products like professional
   development, continuing education, access to networking opportunities, and more. If we
   want to turn ATSIP into that kind of professional society we still need engaged
   volunteers. At our level of membership, is there really a call for all of those things that a
   professional society would do.

   Luke Johnson said that one of the most beneficial things about ATSIP is that it brings
   together people from specializations that would not normally interact. We’ve struggled
with professional certification because of how different the specialties are. We see the
value, but how do you operationalize it beyond the Forum each year?
Shane Bates said that beefing up law enforcement participation would be one way to
expand the interest and membership. Juliet Little agreed and said that the same is true for
the Judicial side. Cory Hutchinson agreed. He’s seeing this at the Louisiana TRCC as
well. Having discussions now about how they grow those other areas’ participation.

Allen Parrish said that we have a niche related to integration. The six specialization areas
each have their own major conferences already, but we have a major focus on integration.
There’s a benefit to sharing data, of course, but there’s an untapped benefit for the future
with respect to researchers. It may end up being a relatively small set of people who
would benefit. The research people have no money as well.

Cory Hutchinson said that he’s getting requests for help with data driven analysis because
the economy is weak and they realize that they can find efficiencies through targeting.
Tim Kerns said that States may start pushing back against data integration. It could
expose other weaknesses and problems with policies.

The increase in fatality numbers, and the new focus on serious injuries both offer
compelling arguments in favor of data integration. There are going to be federal data
requirements that help make the case.

Ida Williams said that reliance on the crash reports as the source of injury data is faulty.
That means we are relying on the officers to make judgements on health matters. It seems
like we really do need to have more than just one source that is used routinely.

Eric Tang said that he is looking at the Strategic Plan and it does address some of the
things we’ve been discussing here. One idea is that we could sponsor webinars
throughout the year that could focus on specific issues. We could promote these through
the TRCCs.

Luke said that TRCC and data integration would be great places to focus. NHTSA chose
those as focus areas for the Roundtables because they are not served by other areas.
Those two groups of people aren’t really targeted by the available resources.

Joan Vecchi said that we should not disregard data governance. We need to make sure we
don’t leave out other key participants who may already be doing things that we would do
well to be aware of.

Rhonda Stricklin said that we can’t be all things to all people. We are data people. There
are roles for the data people in each of the six components of the TR System. We run into
problems recruiting law enforcement and justice folks because we don’t appeal to all
members of those groups, but really need to specifically target the data people.

Chris Osbourn said that the outreach isn’t that hard, we just aren’t doing it. There are
several of us who attend other conferences and we could get some booth space if
someone is willing to attend and talk about us. Shane Bates said that if we had an ATSIP
person paid to do that sort of thing, we could have our other members who attend the
conference bring people around to the ATSIP booth. We would need materials for the
booth, and ship the booth to the conference.

11. **Good of the Association:**
   Nothing in addition to the above discussion.

12. **Next meeting, TBD**

13. **Adjourn**
   
   **MOTION**
   Patrick Dolan moved to adjourn
   Juliet Little seconded
   Motion Approved

Meeting adjourned at 11:07 AM

Submitted 08/07/2016 as Draft for Review by Robert A. Scopatz, Secretary
Submitted 9/14/2016 as Draft for Approval, reflecting comments received through 9/14/2016 by Robert A. Scopatz, Secretary
Approved 09/21/2016 by a vote of the Executive Board