ATSIP Executive Board Meeting
Via Teleconference
September 17, 2014

ATTENDANCE:

Nils King, President
Cynthia Burch, 1st Vice President
Tim Kerns, 2nd Vice President
Bob Scopatz, Secretary
John Carrico, Kentucky
Barbara DeLucia, Texas
Kathleen Haney, Minnesota by proxy to Bob Scopatz
David Harkey, HSRC by proxy to Bob Scopatz
Angie Langanke, TSASS
Allen Parrish, Alabama
Joanna Reed, NISR by proxy to Nils King
Marty Pollock, Past President by proxy to Nils King

Non-voting attendees:
Ralph Zimmer, Co-parliamentarian
Jim Davis, Co-parliamentarian
Bob Rasmussen, Treasurer
Hadi Shirazi, Louisiana
Luke Johnson, NHTSA
Kara Mueller, TSASS
Kellee Holcomb, TSASS
Dave Bozak, InfoGroup
Eric Tang, Cambridge Systematics

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 1:04 PM Central Time.

2. Approval of Minutes from August 20, 2014 Executive Board Meeting.

   MOTION:
   Barbara DeLucia moved to accept the minutes of the 8/20/2014 Executive Board
   Meeting.
   Cynthia Burch seconded.
   MOTION Approved

3. 1st Vice President’s Report: Cindy Burch.
   Cindy Burch reported that she has been busy helping with Forum items, so she will defer to
   him for that report.

4. Treasurers Report: Bob Rasmussen
   A copy of the treasurer’s report dated August 31, 2014 is attached to the member’s copy of
these minutes. Bob Rasmussen added we picked up $1000 in dues income for the month. There are still more dues outstanding that will reflect in September’s report. Forum registrations are coming in, $16,440 for the month of August. There is another $20,000 pending for posting in September. Some NHTSA reimbursements will be coming in as well, probably in October.

**MOTION**
Bob Scopatz moved to accept the financial status report for August 31, 2014.
Angie Langanke seconded.
**MOTION Approved**

5. Liaison Reports:

**NHTSA:** Luke Johnson reported that the NHTSA contingent has approval to travel to the Forum, but it is a smaller group than in the past. Some concern about hotel issues.

6. Committee Reports:

a) **Membership**
   (Bob Rasmussen)
   We have three applications (Nancy Lefler, Chris Osbourn, Ron Whittaker).

   **MOTION**
   Angie Langanke moved that we accept Nancy Lefler, Chris Osbourn, and Ron Whittaker as members.
   Bob Scopatz seconded.
   **MOTION approved**
   A fourth candidate’s (William LaRue) came in

   **MOTION**
   Tim Kerns moved that we accept William LaRue as a member
   Bob Scopatz seconded.
   **MOTION approved**

b) **Outreach**
   (Hadi Shirazi)
   Hadi Shirazi had nothing to report.

c) **2014 Nomination Committee Report**
   (Nils King)
   Nils reported that the nomination ballot has been submitted for circulation to the membership. It will go out today (9/17/2014) and will be due for return by October 22, 2014.

   Bob Rasmussen asked if that is the actual ballot or does it include a call to add names. Ralph Zimmer said that this is just a ballot. It should be a ballot plus a letter of transmittal.

   **Subject Matter Experts**
   (Dave Bozak)
   Dave Bozak supplied the following update via email:
Updated SME activity report/action for the ATSIP Executive Board
Sept 17, 2014

- Following the August meeting, there were no further questions or comments regarding the updated SME activity.
- Current content on the ATSIP website for the Expert Pool for SMEs is ‘test’ data only, which should be updated.
- Following the September meeting, the Expert Pool will be updated with the names listed below, together with the areas of the assessment process they have indicated they would like listed.

Proposed list of SME’s for Expert Pool to replace the ‘test’ data on the ATSIP website

Bob Scopatz – All Areas
Allen Parrish – Citation/Adjudication and TRCC Management
Cory Hutchinson – Crash, Strategic Planning and TRCC Management
John Carrico – Crash and TRCC Management
Bob Rasmussen – Crash, Roadway and Strategic Planning
Tim Kerns – EMS/Injury Surveillance and Data Integration
Barbara DeLucia – All Areas
Cynthia Burch – EMS/Injury Surveillance, TRCC Management, Strategic Planning, and Data Integration
Kathleen Haney – Crash, Strategic Planning, TRCC Management, and Data Integration
Dan Magri – Roadway
Hadi Shirazi – Roadway
Ida Van Schwalwyk – Crash and Roadway
Jim Templeton – All Areas, excluding Roadway and Injury Surveillance
Joyce Emery – Crash, TRCC Management and Strategic Planning
Chris Madill – Crash, TRCC Management, Strategic Planning and Data Integration
Marcia Drake (WA State) – Citation/Adjudication
Nicole Charlson (OR) – Crash and TRCC Management
Barry Bratt (CO) – Crash and TRCC Management
Stacey Manware (CT) – Citation/Adjudication and TRCC Management
Juliet Little (CT) – Crash, TRCC Management
Dan Gieseman (IA) – Crash and Roadway
Jeremy Hodges (MO) – Crash, Citation/Adjudication and TRCC Management

Romell Cooks (Former NHTSA Region Admin) – Crash and Driver

Brad Jones (MO) – Crash, TRCC Management, and Strategic Planning

Dave recommended replacing the test data on the ATSIP website with the information provided above.

7. Web Site (TSASS Staff)

Kellee Holcomb reported that we are still sending out invoices and notices, and taking payments through PayPal. We have 131 registered attendees so far, 104 are paid thus far (25 by check, and a small number of deferred payments).

The exhibitor and session information will be posted as it comes in from Tim.

8. 2nd Vice President’s Report, 2014 Forum Update (Tim Kerns)

Tim Kerns reported that the Missouri state personnel have everything in hand for speakers, color guard, printing, etc. The logistics arrangements with Missouri are also great. The hotel room block is out. In competition with us at the same time is an InBev conference of 3,000. The Cardinals and MLB are also starting to hold rooms. We are working with Dan Crane for overflow hotels. We have one now, and we may need another. The Hilton is now quoting $409/night.

Tim has been in touch with Heritage Expo to provide a list of exhibitors. Heritage will be in touch with the exhibitors.

The program has been tweaked, Cindy and Kellee are helping to keep that up-to-date.

Bob Scopatz asked if the hotel has or can give us a total number of people reserving rooms. The list shows 224 individuals, but some were booking for multiple people.

Bob Rasmussen asked if the Hotel has asked for an up-front check. Tim said he will find out.

Tim said that he will order the bags soon.

9. New Business

a) Discussion on amending articles of incorporation (AOI). Jim Davis and Ralph Zimmer.

Ralph Zimmer gave a bit of history on this issue and stated that we developed a Constitution for ATSIP, and then later decided to incorporate in Minnesota under the 501c3 requirements. That was all five years ago. The AoI and the Constitution differ on some significant points, but we went ahead with what we had in hand, but it is time to solve the contradictions. Jim Davis took the lead on revising the AoI to list the changes that we would like to make in order to resolve the differences between it and the Constitution.

There were three parts of the AoI that defined members and powers of members and the Executive Board. The main changes that need to made are to the first three sections of
Article 10. There were some typographical errors (mainly due to scanning). Basically, what is required is that the entire membership needs to be given the chance for an Up/Down vote.

Ralph Zimmer said that we think this needs to go out as a mail ballot. Before we send it out to the membership, it is desirable that the Executive Board instruct us to go forward with the mail-out ballot.

Bob Scopatz asked who needs to do the mail out. Jim Davis said that it can be done via email, but it needs to verifiable so Jim suggested that the ballot include a signature line and ask people to complete the ballot, sign it, and then email it back to us.

**MOTION**

Bob Scopatz moved that we approve the email distribution of a ballot accepting the changes to the ATSIP Articles of Incorporation

John Carrico seconded

MOTION Approved

Ralph Zimmer asked Nils if between now and the time and the ballot goes out, if he or Jim find a non-substantive error, do they have our approval to make changes of that minimal nature. Nils King said that was fine.

10. Next meeting: October 26th, 2014 (at the Forum), 9:00 AM in person at the Forum.

11. Adjourn

**MOTION:**

Cindy Burch moved to adjourn.

John Carrico seconded.

Motion carried.

Nils King adjourned the meeting at 1:53PM Central time.

Submitted as Draft for Review September 17, 2014 by Robert A. Scopatz, Secretary

Submitted as Draft for Approval reflecting changes received through 10/13/2014

Approved by a vote of the Executive Board on October 26, 2014