ATSIP Executive Board Meeting
At Hilton Costa Mesa, CA during the Traffic Records Forum
October 25, 2015 at 9 AM PDT, 10 AM MDT, 11 AM CDT, 1 PM EDT

ATTENDANCE:
Cynthia Burch, Maryland, President, university researcher
Nils King, Indiana, Past President, consultant
Tim Kerns, Maryland, 1st Vice President, university researcher
Allen Parrish, Alabama, 2nd Vice President, university researcher
Bob Scopatz, Minnesota, Secretary, consultant
Chris Corea, Maryland, State Police
David Harkey, (absent) North Carolina, university researcher
Kathleen Haney, (absent) Minnesota, State DPS
Cory Hutchinson, Louisiana, university researcher
Joe McCarthy, (via telephone) Colorado, consultant
Chris Osbourn, Tennessee, Department of Safety and Homeland Security
Bob Rasmussen, Virginia, Treasurer, State DOT
Eric Tang, (via telephone and later in person) Virginia, consultant
Rhonda Stricklin, Alabama, university researcher

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian, Montana
Jim Davis, Co-Parliamentarian, New Mexico
Richard Jones,
Richard Brown, VHB
Kara Mueller-Haag, TSASS
Juliet Little, Connecticut DOT
Luke Johnson, NHTSA
Bob Pollack, FHWA
Jill Hall, TSASS
David Bozak, InfoGroup
John Siegler, NHTSA
Hadi Shirazi, (via telephone)

1. Call to Order, Attendance/Quorum, Introduction
   Bob Scopatz announced a quorum at 9:11 AM Pacific time
   Cindy Burch called the meeting to order at 9:11 AM Pacific time

2. Approval of Minutes from September 16th, 2015 Executive Board Meeting
   
   MOTION
   Bob Rasmussen moved to approve the minutes of the September 16th, 2015 Executive Board Meeting as revised as updated on October 12th.
   Cory Hutchinson seconded
   Motion Approved
3. Past President’s Report: Nils King
Nils King reported that Executive Board ballots were sent out and we have received 16 completed ballots so far. There are ballots available at the registration center. The ATSIP General meeting is scheduled for 10:30 AM PDT on Tuesday at which time the election results will be presented. Rhonda Stricklin said that ballots are printed and available.

4. 1st Vice President’s Report: Tim Kerns
Tim deferred until the new business item.

5. Treasurer’s Report: Bob Rasmussen
Bob Rasmussen presented the account balanced as of September 30, 2015. A copy of the Treasurer’s report is appended to the members’ copy of these minutes. He said that the financial outlook is good. We have received about $700 in dues for the last month and more that will post in October. The balance is sufficient for our costs in the ATSIP account. The Forum account brought in some income and we will see the hotel expense at the end of the Forum.

MOTION
Nils King moved to accept the September 30, 2015 Treasurer’s Report
Bob Scopatz seconded
Motion Approved

Bob Rasmussen said that the donation to Wounded Warriors in honor of Dick Paddock has been completed. $495.88.

6. Liaison Reports:
FMCSA: FHWA: NHTSA: TRB: GHSA:

NHTSA: Luke Johnson said that CISS and CRSS programs are rolling out – these are the replacements/updates to NASS CDS and GES. Also, they are about halfway through the current year’s assessments and they have sent out the calendar for next year. Luke said that this are 15 states in the coming year and states need to get on the schedule as soon as possible.

MMUCC Version 5 update is getting going. Also the MMUCC mapping.

John Siegler said that there is a new initiative building on a Department of Homeland Security initiative for one-driver; one-identity. They are focusing on seamless exchange of driver information among states. This goes beyond driver verification to exchange of full driver information.

Juliet Little asked if NHTSA will be seeking input from States – Luke said that they will be soliciting folks.

Bob Scopatz said that the TRCC Effectiveness report is out. Luke said it is available online. Bob Rasmussen said that hardcopies are available at the FHWA booth as well.

FHWA: Bob Pollack said they are monitoring two NPRMs but nothing new to report. Here at the Forum they are reporting on Local Data Integration and local data management/governance projects. Both are entering into their pilot testing phases. The technical assistance program is going well. It includes RIDETAP and RDIP along with data and analysis technical assistance.
That last one is broad enough to handle most anything safety data related at the state or local level.

TRB: Cindy Burch said we haven’t been assigned a room for the Saturday meeting during TRB week.

7. Committee Reports:
   Membership ____________________ (Bob Rasmussen)
   No report.

   Outreach ____________________ (Hadi Shirazi/Tim Kerns)
   No report. Tim Kerns said that during the conference is a good time to solicit new members. Cindy asked if there was any progress on putting together an “Advantages to Joining ATSIP” blurb. Chris Osbourn said that the networking with peers is the most valuable part. Rhonda Stricklin said that they have printed things about ATSIP and our history in the past and it hasn’t really been a useful document.

8. 2nd Vice President’s Report: Allen Parrish
   Allen Parrish reported we are here. Allen thanked Rhonda for doing the work to make this Forum. We are at 290 registrants, 21, exhibitors. Everything is mostly on one floor. We are hoping that will direct traffic to the exhibit hall. We have people in three hotels (the Hilton, the Crowne Plaza, and the Westin, all in Costa Mesa). There is a shuttle in the morning and afternoon. Dan Crane from Helms Briscoe said that the Westin hotel shuttle will probably take people as well, so long as they don’t have a planned airport run. The program has changed over the past few days. They have an update sheet, but the best way to stay up to date is to use the app. About 25% of the attendees have downloaded the app, and they are going to prompt people to install the app. We will be using the app for data collection on session and forum evaluations, as well as we’ll get statistics on the number of users.

   Luke thanked Rhonda Stricklin for the errata sheet. Rhonda said that the TSASS team has done a great job with the errata sheet including graphics. She also reported that the attendance numbers are about the same as prior years…a little higher. We would have been a bit higher but several feds could not attend at the last minute.

   Rhonda also thanked the Forum Planning Committee for their participation. Cindy asked if there were any needs from the board. Rhonda said that we need one moderator for Wednesday. She also said that if anyone sees any needs for during the meeting, please let her know and the hotel will take care of it. AV issues will be solved through the hotel. Just pick up the room phone and call to ask to speak with AV.

   WiFi is available in the exhibit hall: we don’t want to give this to everyone, but for the Board, you can use the AMVSMeetings. User = atsip. PW=atsip15. You may have to put that in every day. The exhibitors and moderators in the sessions should use it.

   Cindy thanked Rhonda and Allen. Cory Hutchinson said he looked forward to next year and he and Karla Houston have been working with Rhonda and Allen this year. Rhonda
thanked Kellee Fillinger and Lloyd from TSASS for their work and for putting together analyses as the registrations came in. Helped with working with the hotel about the room block.

9. TSASS Update
   No further update.

Old Business
   None.

10. New Business
    ANSI D-16.1: We tabled this last meeting. Tim Kerns has taken this on, and Luke is the NHTSA contact person. Luke reminded us of the discussion from last month’s ATSIP Board meeting. The discussion started with AAMVA and the update to D20 and the USDOT|TRCC. AAMVA asked if there was any concern if they dropped the crash portions of ANSI D20. NHTSA did some research and concluded that MMUCC is not a replacement for D16, but an extension thereof. As a consequence, it is important to get D16 updated. The standard has languished, but with the interest expressed by USDOT and ATSIP, the time seems ripe for ANSI D16 to be updated. The USDOT|TRCC determined that it would work best as an external standard. They would like to support that effort financially, and the USDOT|TRCC is ready to support the effort.

Tim Kerns said that Dave Bozak reported that NSC is interested in giving up the copyright to D16. Ken Kolash will be at the TR Forum this week. Tim asked NSC what’s involved in changing the ownership. Tim said there’s a fee associated with ATSIP becoming accredited. Once we are accredited we can pursue the update to the Standard.

We need to file the application for accreditation before January 1 to get it done for $6000. If we wait until after that, it will cost $7500. There’s a maintenance fee of $3000 per year. The upfront cost to ATSIP is $9000.

Today we need to decide if ATSIP is willing to be the standards body for ANSI D16 and take on that $9000 cost. We would thus add maintenance of the ANSI Standard to our Mission as a modification to our Strategic Plan. Cindy Burch asked if doing this would be a selling point for people to want to join ATSIP. Chris Corea said that this would be a niche for ATSIP to show that they are in charge. Cindy asked those who have been involved in crash report revisions. Juliet Little said that they just revised their crash report and they are using ANSI D16 for their training. Jim Davis said that ANSI D16 is crucial because it defines the domain and it remains valid for the most. It needs to be reviewed and there will be things to update. There are interchange configurations. Luke Johnson said that D16 is important within the FARS as well. Jim Davis said that it also enhances ATSIP. He gave the example of the organization for State Epidemiologists which uses the standards setting process as a way to engage the membership.

Jim Davis said the ATSIP Constitution has a provision for establishing Standards Setting committees and specifically mentions ANSI D16.

Cindy asked Bob Rasmussen if we have the money available for this and Bob said that we do.
Motion

Bob Scopatz moved that ATSIP allocate $6000 toward becoming accredited and $3000 for the first year standards maintenance fee to ANSI for the purpose of ATSIP updating the ANSI D16 standard.
Chris Osbourn seconded
Motion Approved

Cindy said that she would like this duty to be assigned to the First Vice President.

Motion

Tim Kerns moved that the First Vice President lead and establish the ANSI D16 Standards Committee.
Bob Scopatz seconded.
Motion Approved.

Jim Davis said that the Constitution allows for the Executive Board to establish the Standards Setting Committee. Jim said that this can be added to the Manual of Executive Board Policy.

Bonding the Treasurer:

Bob Rasmussen said that we have insurance on the Board and Executives to cover against malfeasance. What we don’t have is protection specifically for those handling the money. We have a great deal of money in our accounts, and it is a good idea to have our money-handlers bonded. Currently Bob Rasmussen and Hadi Shirazi have access to the bank accounts.

Cindy asked what will be required. Bob said that he will have to fill out paperwork and then we will learn what it will cost. Perhaps we don’t need a motion today, but just a discussion. The general consensus was to task Bob Rasmussen to find out the costs of bonding.

Eric Tang asked about having a designated person in a stable position versus having the position bonded. Hadi said that there are multiple types of bonding based on what activities. Cindy said we will set aside time on the agenda in January to discuss this in detail. We will discuss at that time what we want to do about the position of the people who are bonded.

ATSIP logo wear: Chris Osbourn asked if we can get ATSIP branded items. Perhaps we could set this up as a member benefit.

Nils King: He said that this will be his last meeting on the Board. He thanked the Board.
Cindy thanked Nils for his service and commitment to ATSIP.

Tammy Paddock: Will be present at the Forum to accept an award honoring Dick Paddock.
11. Next meeting December 16th, 2015 (teleconference at 1PM Central time)

12. Adjourn

MOTION
Nils King moved to adjourn
Bob Rasmussen seconded
Motion Approved

Meeting adjourned at 11:02 PDT.

Submitted 10/25/2015 as Draft for Review by Robert A. Scopatz, Secretary
Submitted as Draft for Approval, revised with changes received as of 11/12/2015
Approved by a vote of the Executive Board on 12/16/2015