ATSIP Executive Board Meeting
Traffic Records Forum
9:00 a.m. Market Street Room
October 26th, 2014

Attendance:
Nils King, President
Cynthia Burch, 1st Vice President
Tim Kerns, 2nd Vice President
Bob Scopatz, Secretary
Marty Pollock, Past President
Kathleen Haney, Minnesota
David Harkey, by proxy to Nils King
John Carrico, by proxy to Nils King
Angie Langanke, by proxy to Nils King
Barbara DeLucia, Texas
Alan Parrish, Alabama
Cory Hutchinson, Louisiana

Non-Voting:
Luke Johnson, NHTSA
John Siegler, NHTSA
Robert Pollack, FHWA
Richard Jones, TSASS
Dick Paddock, TSASS
Bob Rasmussen, Treasurer
Jim Davis, Co-Parliamentarian
Ralph Zimmer, Co-Parliamentarian
Scott Valentine, FMCSA
Dr. David Harden, Arizona EMS and Trauma

1. Call to Order, Attendance/Quorum, Introduction

   Bob Scopatz announced a quorum at 9:03 AM
   Nils King called the meeting to order at 9:03 AM
   The attendees introduced themselves.

2. Approval of Minutes from September 17th, 2014 Executive Board Meeting

   MOTION:
   Cindy Burch moved to approve the minutes of September 17, 2014 Executive Board Meeting
   Marty Pollock seconded
   MOTION APPROVED
3. **1st Vice President’s Report: Cindy Burch**

Cindy Burch reported that she has been working on the strategic plan which will be covered later in the agenda. She is also putting together a document to share with officers on procedures.

4. **Treasurers Report: Bob Rasmussen**

A copy of the September 30, 2014 Financial Report is appended to the members’ copy of these minutes. Bob Rasmussen highlighted items from the September 30, 2014 financial report covering the Forum and ATSIP accounts. We are picking up dues payments through the forum registration process. We added $375 in dues in September. Many more came in in October. The Forum balance is over about $300,000 right now, but we have not paid the hotel bill yet for this year. We think this year will be in the black. There are some outstanding bills to pay and those will be reflected in future monthly statements.

   A. **Approval of Financial Report of 09/30/14**

   **MOTION:**
   Tim Kerns moved to accept the September 30, 2014 financial statement.
   Kathleen Haney seconded.
   **MOTION APPROVED**

5. **Liaison Reports:**

FMCSA: FHWA: NHTSA: TRB: GHSA:

FMCSA: Scott Valentine provided an update. The Administrator left at the end of August. The deputy is staying on until the end of the year. There are five agency priorities:
- Inspection modernization (software)
- MCSAP high-priority grant program
- Unified Registration System (streamline registrations and operating authority)
- Safety fitness determination
- Electronic logging devices (mandate for all trucks)
- Compliance Safety and Accountability
- Registry of Medical Examiners
- 2015 grant notices went out for SaDIP and MCSAP high-priority programs went out, due back November 17, 2014. Looking for a May award date

FHWA: Bob Pollack said that the comment period for HSIP and Performance Management programs are closed. Comments are being evaluated now. There are four other projects of note:
- Data Analysis Tool Box will be out soon. It will be on the FHWA Office of Safety website.
- Data Integration Project. See Session 1 of the Forum: Better job of integrating State and Local Safety data. Relates to having data for all public roads. Four case studies plus pilot projects.
- Data Management Project: What kinds of management processes and procedures should a state have to improve Data Governance? Just kicking off.
- Data and Analysis technical assistance program: Any state or local agency can apply for technical assistance for a broad range of programs related to data collection and analysis, broadly defined.
A more complete list of items going on at FHWA is available at the booth. Dr. Harden suggested that he would have his staff get in touch with Bob on data integration and analysis.

NHTSA: Luke Johnson said that there is no administrator or acting administrator at the moment. One of the senior administrators is also retiring. The new NASS will launch in the next year. Training sessions will start soon. The Data Mod program is ongoing—the session is Tuesday during the Forum. It is a large-scale effort to revamp all of the core data systems. The Traffic Records Assessments are moving forward. 2015 is ongoing, 2016 is all scheduled. 2017 is starting to schedule. Those states who haven’t requested their assessment dates should do so immediately as the dates need to be scheduled. The Assessment process has 10 states completed so far. The information from those is being presented here at the Forum. The 405C grants will still be due by July 1st and the money has not changed. The Mapping to MMUCC project is moving forward. There is a set of draft rules for how states compare their data to the MMUCC guideline. Information will be presented at the MMUCC workshop session on Wednesday afternoon. They will work on the derived data and the crash data systems in the future.

DOT|TRCC: The State TRCC Noteworthy Practices Guidance document will be discussed at the Tuesday TRCC Roundtable sessions. ICD10-AIS mapping effort is in the stage of reviewing the RFI responses. They are looking to discuss things with AAAM and CDC. HHS has pushed back the deadline to move to ICD-10. Dan Morgan will present on NIEM/surface transportation domain here at the Forum as well.

6. Committee Reports:

a) Membership (Bob Rasmussen)

Bob Rasmussen reported that we are bringing in dues. One of our other elements of the Strategic Plan is growing membership. We have eight individuals to approve today and then we can vote:
Jaqueline Milani, University of Maryland
Marci Perez, Texas A&M TTI
James Hall, Illinois
Brian Mayhew, NCDOT
Warren Stanley, Washington State DOT
Robert Wonderlick, TTI
Patrick Bowman, UMich
Helen Spradlin, UMich

MOTION:
Bob Scopatz moved to accept all eight candidates at the Member level
Cindy Burch seconded
MOTION APPROVED

Three more people have asked since
MOTION:
Bob Scopatz moved to accept the three candidates at the Member level
Cory Hutchinson seconded
MOTION APPROVED

b) Outreach (Hadi Shirazi)

Hadi Shirazi reported that for the past several months (after last year’s Forum), Hadi has tried coordinating the outreach program through the MPO and local road safety advocates. Progress was slow because we are in competition with other groups that many times pay for individuals travel. We need to modify our approach and communicate what we can do for our membership. Example of competition is EDC3 (which Bob Pollack said is much broader than safety).

Cory Hutchinson asked if we’ve offered group rates to States. Jim Davis said that there is a provision in the Constitution and there is an organizational membership rate. Luke Johnson said that perhaps we should specify that this is a TRCC rate when we present it to states. We should bring it up at the TRCC Roundtable discussion.

The group discussed that the group membership rates were set before we lowered the individual membership dues. Kathleen Haney said that Minnesota decided not to do a group rate because it was cheaper to do it individually. Cindy Burch suggested that we should focus on increasing membership. Bob Rasmussen said that we also need to address group membership to include Fellow members.

Hadi suggested that we make the Outreach a broad committee and go for outreach among diverse groups represented on the Outreach committee membership.

Jim Davis offered to submit a revision of the policy to circulate before the next meeting.

Marty Pollock suggested that we at least bring up the subject of group membership during the TRCC Roundtable discussions on Tuesday.

NHTSA keeps a list of just the Governor’s Reps and TRCC Coordinators. Dick Paddock said that TRIPRS had a list of who was on the TRCC. Dr. Harden said that in his state there are 4 voting members and then a larger group of people who are regular attendees.

c) Update on SME ATSIP Database and submissions: Dave Bozak
Dave will provide an email attachment on this.

7. Elections (Marty Pollock)
Marty reported that a small fraction of the ballots have been returned. We have until
Monday at Noon. So far he has 15 responses, all so far have been votes for the full slate.

Bob Scopatz suggested that for the next year’s slate, we take some people off the board if they fail to attend or give a proxy. Cindy mentioned that she has been putting together a list of requirements for being a board member. Jim Davis said it takes a 2/3 vote of the board, but we can vote to remove a member from the board.

8. Web Site (TSASS Staff)
Dick Paddock said that PayPal now works well with the membership systems. Kellee has been full time on ATSIP stuff for the past several weeks. There are 312 registrations for the Forum as of this morning. The website is stable. There will be some more work to get the presentations up on the site. Asking that moderators remind their presenters to submit their presentations.

Cindy and TSASS are talking about a proposal and perhaps we will do a multi-year contract.

9. 2nd Vice President’s Report, 2014 Forum Update (Tim Kerns)
Tim Kerns said “we’re here.” We did have hotel problems; we are up against an international wholesalers for the local brewery meeting and they have a lot of clout and a lot of rooms.

Missouri provided computers, projectors, and printers. They were a huge help putting things together.

We are going to recognize the Presidents/past-Presidents, and Emeritus members at the awards luncheon. We will take pictures.

We will also speak about Bob Thompson at the Awards luncheon.

Best Practices: ballots are in the registration packets for the best website. The best practices ballots will be handed out by the moderator in the session.

10. New Business:

a. Discussion on amending Articles of Incorporation (Bob Scopatz & Jim Davis)

Bob Scopatz deferred to Jim Davis on this. Jim Davis reported that the Articles of Incorporation and our Constitution have some conflicts. We have already discussed as a board the proposed changes and we now should put together a ballot for the Board to approve and send out to the entire membership. There is a minimum number of votes needed to pass this (requires a majority of the membership). We can handle all of the balloting electronically. It just needs to meet the requirements of MN Statutes. The Articles have been restated to reference and match the Constitution. We just need to change some things related to amending the Constitution. Timeline: we would like to do this soon, but there’s no specific deadline with the State. We need to accomplish the vote, send in a form, and a payment to the State. The Secretary of State office then approves or
Ralph said that the Board already approved the September 15 version of the revised Articles, so we are okay to send out a ballot to the membership. Jim said that the Board should approve the final ballot.

b. Discussion on ATSIP Strategic Plan (Cindy Burch)

Cindy Burch reported that our Strategic Plan expires in 2015. Nils sent the draft 2015-2020 plan reflecting the two priorities of membership and the Forum. She asked that we all take a look and make comments. We want to have it wrapped up in the next six months. She will set deadlines for comments and keep this moving along.

c. Discussion on January 2015 ATSIP Board meeting at TRB, Washington D.C.

Hadi Shirazi reported that TRB will be in a new location. The Marriott at the convention center is still under construction, but we will have notification on November 17th on our room assignment.

10: Next meeting November 19th, 2014 (Teleconference)

11. Adjourn

MOTION
Tim Kerns moved to adjourn
Bob Scopatz seconded
MOTION APPROVED

Nils King adjourned the meeting at 10:47 AM

Submitted as Draft for Review and Approval 11/12/2014 by Robert A. Scopatz, Secretary
Corrected with comments received through 11/12/2014
Submitted as Draft for Approval 11/19/2014 by Robert A. Scopatz, Secretary
Approved by the Executive Board on 11/19/2014