ATSIP Executive Board Meeting
Via teleconference
November 15, 2017 2:00 PM Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

ATTENDANCE:
Kathleen Haney: President, Minnesota, State DPS
Cory Hutchinson: 1st Vice President, Louisiana, university researcher
Chris Osbourn, 2nd Vice President, Tennessee, Department of Safety and Homeland Security
Bob Scopatz, Minnesota, Secretary, consultant
Allen Parrish, immediate past President, USN Academy, university researcher (absent)
Shane Bates, Kentucky, State Law Enforcement
Kellee Craft, Ohio, TSASS consultant
Patrick Dolan, Tennessee Department of Safety and Homeland Security, Co-parliamentarian
Pete D’Orazio P’d Programming (absent)
Juliet Little, Connecticut, State DOT
Joe McCarthy, Colorado, consultant (absent)
Rhonda Stricklin, Alabama, university researcher (absent)
Eric Tang, Virginia, Virginia, consultant (absent)
Sladjana Oulad Daoud, California, DMV

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian
Jim Davis, Co-Parliamentarian
Bob Rasmussen, Treasurer, VDOT (retired)
Tim Kerms, Maryland, university researcher
Luke Johnson, NHTSA
Bob Pollack, FHWA
Jill Hall, TSASS
Jamie Whalen, Tennessee

1. Call to Order, Attendance/Quorum, Introductions
   Bob Scopatz announced a quorum at 1:04 PM Central
   Kathleen Haney called the meeting to order at 1:05 PM Central

2. Approval of Minutes from October 18, 2017 Executive Board Meeting
   Kathleen sent the 10182017 minutes as Draft for Approval.

   MOTION
   Cory Hutchinson moved to approve the minutes from the October 18, 2017
   Executive Board Meeting
   Shane Bates seconded
   Motion Approved

3. Past President’s Report: Allen Parrish
   No report
4. 1st Vice President’s Report: Cory Hutchinson
   No report.

5. Treasurer’s Report: Bob Rasmussen
   Bob Rasmussen presented the October 2017 financial report. The report is appended to
   the member’s copy of these minutes. We anticipate ending the calendar year in excess of
   $210,000 in assets.

   Jill Hall said that she will send next year’s TSASS support proposal in early December.

**MOTION:**
Patrick Dolan Seconded
Motion Approved

6. Liaison Reports:
   a. FMCSA: no report.
   b. FHWA: Bob Pollack said that there is nothing new to report. Kathleen said that
      there are three performance measures webinars coming up. Bob said that
      information is available through the Division Offices.
   c. NHTSA: Kathleen said that the Federal Register notice is active for the Traffic
      Records Assessment. She said that she will encourage ATSIP members to make
      comments. Ralph Zimmer and Patrick Dolan confirmed that this does not require
      Executive Board approval for Kathleen to send that out.
   d. TRB: no report—awaiting reconnection with Bernardo Kleiner.
   e. GHSA: no report—awaiting selection by Jonathan Atkins.
   f. NSC: no report—awaiting contact from Deb Trombley.
   g. ITE: Steve Lavrenz is our liaison and he let us know he could not attend today.

7. ANSI D16 (Jill Hall, Joan)
   Jill Hall said that the final request to the ANSI review board went in. They asked a couple
   of questions which Joan answered so we expect approval in the next few days. We are
   also preparing for an audit in the next six months (as per standard procedure). Kathleen
   said that she will talk to Jill about what might be needed to support the audit.

   Jill said that ANSI will make printed copies available for sale through ANSI. If ATSIP
   wants to publish it, that’s a separate question.

8. 2nd Vice President’s Report: Chris Osbourn
   Chris Osbourn said that he will report on the Forum later in the program.
9. Committees:

   a. Membership (Bob Rasmussen)
      No new member applications and no report this month.

   b. Best Practices (Patrick Dolan, Juliet Little)
      No report

   c. Awards (Eric Tang)
      No report.

   d. Executive Director (Kathleen Haney)
      Kathleen said that we are ready to post the position. Kathleen will send it to TSASS for posting on our website. She and Luke will work on posting to the appropriate sites.
      A copy of the posting is attached to these minutes.

   e. Newsletter (Dave Bozak)
      Dave Bozak sent an email that he would like input from the Executive Board on how often the newsletter should go out. Kathleen said that a monthly newsletter may be beyond our capabilities. Chris Osbourn and Patrick Dolan suggested we could keep members updated through a quarterly newsletter. The group suggested the next full newsletter could go out in January.
      Kathleen asked if we can make better use of our Twitter and Facebook accounts to refresh information for the members who follow us.

      our linked in and Facebook links are:

      https://www.linkedin.com/company/association-of-transportation-safety-information-professionals/


   f. TRCCs (Rhonda)
      no report.

   g. ANSI Standards Review Committee (Tim Kerns)
      Tim Kerns said that he has received several indications of interest from volunteers to serve on this committee. The committee hasn’t started meeting yet.

10. Future Forums:
a. 2018 Forum (Chris Osbourn)

Chris introduced Jamie Whalen who has been helping with the Forum planning. She said that we have completed the floor plan and session spaces. They have updated the sponsor / exhibitor information sheet to send to potential vendors and sponsors. There’s a rough draft of the meals and breaks and that will be finalized during the site visit. Have finalized one of the two keynote speakers. The logo is drafted and will be revised to final in the next two weeks. They have selected items for the bags.

Chris said that Andi Bill at UW and David Pabst at the Highway Safety Office are giving us a lot of great help.

b. 2019 Forum (Rhonda Stricklin)

No report.

11. Old Business

None

12. New Business

None

13: Next meeting December 20, 2017, 1 PM Central Time (Virtual Meeting)

The meeting during TRB will be Saturday, January 6, 2017 9AM to 5PM at the Marriott Marquis conference center hotel.

14. Adjourn

MOTION

Patrick Dolan moved to adjourn

Pete D’Oronzio seconded

Motion Approved

Kathleen Haney adjourned the meeting at 1:42 PM Central

Submitted as Draft for review on 11/15/2017 by Robert A. Scopatz, Secretary
Submitted as Draft for Approval on 1/4/2018 by Kathleen Haney, President
Approved as amended by vote of the Executive Board on 1/6/2018
ATSIP Executive Director Job Posting

Association of Traffic Safety Information Professionals

Position Title: Executive Director

Status: Part-time, Exempt

Location: Home-based (although regular travel to Washington D.C. metropolitan area is required and preference will be given to local candidates)

The Association of Transportation Safety Information Professionals (ATSIP) is seeking an experienced part-time Executive Director to assist the board in managing and expanding the organization.

ATSIP is the leading advocacy group focused on improving transportation safety data quality and promoting data-driven solutions to traffic safety challenges. ATSIP’s activities are supported by State and federal government agencies, academic and professional associations, and private sector partners. The organization’s membership consists of professionals from local, state, and federal government agencies, including departments of transportation, public safety, and highway safety offices, as well as law enforcement agencies, private sector professionals, and partners from academia and university research centers.

The Executive Director will take a leading role in executing ATSIP’s annual conference (the Traffic Records Forum), developing and executing a comprehensive communications plan, increasing memberships, and managing the organization’s portfolio of other activities, including the ANSI D.16 Manual on Classification of Motor Vehicle Traffic Crashes.

This is a part-time telecommuting position reporting to the ATSIP Executive Board officers. No physical office space for the incumbent will be provided. Work hours will be concentrated in the lead up and execution of the annual conference which takes place late July or early August. The incumbent must be able to travel to the annual conference location (at ATSIP expense) and to the Washington, DC, metro area for regular meetings with members and other key stakeholders.

Priority Areas

This position requires an individual with demonstrated administrative and management experience with an emphasis on development, event planning, communications, and association management. The position’s primary responsibilities include:

Traffic Records Forum

- Provide continuity and support to the program chair and committee as they work with contract staff to plan and execute this annual conference.
- Cultivate and maintain ongoing relationships with vendors and exhibitors.
- Increase conference attendance by 25% within two (2) years.
- Increase vendor income by 25% within two (2) years.
- Maintain documentation to assist the program chair and committee execute their responsibilities efficiently.

Communications

- Deepen and refine all aspects of ATSIP’s communications—from web presence to external relations with the goal of creating a stronger brand.
- Actively engage and energize Executive Board members, committees, and partner organizations.
- Plan and execute communications regarding the Traffic Records Forum and other conferences.
Membership

• Identify membership growth opportunities, from potential benefits and recruitment opportunities.

Other Responsibilities

• Administration – Build and maintain effective program tracking and evaluation capabilities. Coordinate with contract staff to provide the board secretariat services and respond to public inquiries. Develop and coordinate ATSIP’s cadre of volunteers. Manage sub-committees, serving ex-officio on each.

• Grant management – Maintain relations with grantors and ensure that all regulatory and reporting requirements are met.

• ANSI D.16 Manual on Classification of Motor Vehicle Traffic Crashes – Liaise with the Board and the American National Standards Institute (ANSI) to ensure that all requirements for D.16 are met and the standard retains its ANSI certification. Work with support staff to build and retain related reporting and documentation.

Candidate Qualifications

Applicants for the position should have the following qualifications:

• Bachelor’s degree in a related field (Master’s degree preferred)

• A minimum of three years’ experience in non-profit or association management

• A minimum of two years’ experience in business development

• A commitment to quality programs and data-driven program evaluation

• An ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget

• Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures

• Strong written and verbal communication skills

• Excellent interpersonal and multidisciplinary project skills

• Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning

• Ability to work effectively in collaboration with diverse groups of people

• Organized, detail oriented, and able to manage multiple assignments and simultaneous priorities under pressure and to complete tasks in a timely manner, occasionally under time constraints

• Ability to exercise discretion, initiative, and judgment and to make decisions within the scope of assigned responsibilities

• Proficiency in Microsoft Office suite

• Ability to work safely and efficiently from home or another remote location

Application Information:

Salary commensurate with experience. Send a cover letter, resume, writing sample, and salary requirements to manager@atsip.org reference Executive Director in the Subject Line.

Dated: October 18, 2017