ATSIP Executive Board Meeting
Via Teleconference
December 16, 2015 at 11 AM PDT, 12 PM MDT, 1 PM CDT, 2 PM EDT

ATTENDANCE:
Tim Kerns, Maryland, President, university researcher
Cynthia Burch, Maryland, Past President, university researcher
Allen Parrish, Alabama, 1st Vice President, university researcher
Chris Corea, Maryland, 2nd Vice President
Bob Scopatz, Minnesota, Secretary, consultant
Shane Bates, (absent) Kentucky, State Law Enforcement
Kathleen Haney, Minnesota, State DPS
Cory Hutchinson, Louisiana, university researcher
Juliet Little, (absent) Connecticut, State DOT
Joe McCarthy, (absent) Colorado, consultant
Chris Osbourn, (absent) Tennessee, Department of Safety and Homeland Security
Rhonda Stricklin, Alabama, university researcher
Eric Tang, Virginia, consultant

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian, Montana
Jim Davis, Co-Parliamentarian, New Mexico
Bob Rasmussen, Virginia, Treasurer, State DOT
Kellee Fillinger, TSASS
Jill Hall, TSASS
Luke Johnson, NHTSA
Bob Pollack, FHWA
Ida Williams, Maryland State Police

1. Call to Order, Attendance/Quorum, Introduction
Bob Scopatz announced a quorum at 2:08 PM Eastern time
Tim Kerns called the meeting to order at 2:08 PM
Tim announced that Ralph Zimmer and Jim Davis have agreed to continue as Co-Parliamentarians. Bob Rasmussen has agreed to continue to serve as Treasurer.

2. Approval of Minutes from October 25th, 2015 Executive Board Meeting
MOTION
Cindy Burch moved to approve the minutes of the October 25th, 2015 Executive Board Meeting based on the November 12th revision of the minutes.
Kathleen Haney seconded.
Motion Approved

3. Past President’s Report: Cynthia Burch
[NOTE: There is a vacancy in the Executive Board Class of 2016 due to the election of Chris Corea as Second Vice President]

Cindy Burch said she has heard from a few people interested in joining the board. Please let her know of anyone else that we might know of. She will then begin putting together a ballot. The next vote will take place at the Traffic Records Forum in Baltimore. The executive board needs to set the date for the election. Tim will do so in January, 2016. Jim Davis reminded us that there are lead-times specified. Cindy said she will set the schedule up to make sure the process follows the Constitution.

4. 1st Vice President’s Report: Allen Parish
No report.

5. Treasurer’s Report: Bob Rasmussen
Bob Rasmussen presented October and November month-end statements. A copy of the Treasurer’s report is appended to the members’ copy of these minutes. We gained money in both months. There are some expenses that will be registered once the checks (already distributed) are cashed. Bob anticipates final numbers for the Forum will be available by the end of December.

MOTION
Bob Scopatz moved to accept the October and November, 2015 Treasurer’s Reports as submitted
Kathleen Haney seconded
Motion Approved

6. Liaison Reports:
Liaison organizations are Federal Motor Carrier Safety Administration (FMCSA); Federal Highway Administration (FHWA); National Highway Traffic Safety Administration (NHTSA); Transportation Research Board (TRB); and Governors’ Highway Safety Association (GHSA):

NHTSA: Luke Johnson said that the FARS numbers are out for 2014. NHTSA has provided ATSIP with an RFP for updating ANSI D16 and for the support of the Forum. There is money available for the D16 now. [NOTE: ANSI is the American National Standards Institute, and D-16.1 is the standard defining accident (crash) events and data].

He said that the new reauthorizing legislation appears to have no big surprises, but there will be a more complete overview later once the Department’s legal staff has completed their review.

FHWA: Bob Pollack said that on December 4th the Transportation Act passed and covers five years of funding. They anticipate increases in the Federal Aid program. Specifics will follow once the Department has finished its review.

7. Committee Reports:
Membership (Bob Rasmussen)
We received a Member application from Rokusu Taiwo Afolabi of the Lagos State Traffic Management Authority in Nigeria.

Motion
Cindy Burch moved to approve Rokusu Taiwo Afolabi at the Member level
Rhonda Stricklin seconded.
Motion Approved

Outreach (Hadi Shirazi/Tim Kerns)
Hadi Shirazi said that he spoke with some local roads safety program representatives to try to get them involved and to come to the Forum. Their response was that they didn’t understand what they need to achieve data-wise and what requirements affect them. They have a meeting on Tuesday during TRB if someone from the Executive Board can go meet with them and explain what ATSIP can do.

Bob Scopatz said he could possibly attend the meeting during TRB, but would need to know the schedule.

8. 2nd Vice President’s Report: Chris Corea
Chris reported that he has started preparing for the Forum in Baltimore. An individual from Mobisoft has talked to him about their exhibiting needs (including a 30’ x 30’ exhibit space). We may not be able to accommodate their requests at the conference facility. That prompted a discussion of the sponsorship and vendor applications. Rhonda Stricklin has given Chris some thoughts on alternatives.

Mobisoft is releasing a cell-phone based self-reporting crash notification system. This is in partnership with Samsung. Mobisoft also has software that officers to use drones to assist with crash scene photography. They want to bring two wrecked vehicles and show off the drone capability in the exhibit area at the Forum.

The theme for Baltimore will be “Making Traffic Matter”. Cindy said she met with the conference coordinator once and they can have further meetings and contacts. Ida Williams asked if having the drone in the exhibit hall would require us to have additional insurance. Chris will speak with Mobisoft about the issue and find out what we can accommodate. Chris said they will discuss an outdoor exhibit. Freight elevator limitations preclude getting the wrecked vehicles to our assigned exhibit space inside the building.

Cory Hutchinson said that whenever Chris is ready to start meeting on vendor issues, to give him a call.

9. TSASS Update
Kellee Fillinger reported that they are still putting presentations from the Forum on the website. There are still a handful missing and she’s followed up with the presenters. She also sent an email to all board members asking for updated bio information, but there are still some missing. Rhonda Stricklin said that we have photos for each board member. Kellee is working with Bob Rasmussen to reconcile payments from folks who attended and have not paid yet – down to five or fewer.

Bob Rasmussen asked Jill Hall if there is a proposal coming from TSASS for ATSIP support. Jill said that they will try to send the proposal out prior to the January Executive Board meeting.
10. Old Business

ANSI D16 update. [NOTE: ANSI is the American National Standards Institute, and D-16.1 is the standard defining accident (crash) events and data]. The RFP is in our hands. It is due January 4th. Under the current NHTSA grant, we have support and funding for the 2016 Forum. The new contract is set up so that 2016 would be used for ANSI D-16.1 support and then the remaining four years would be for Forum Support. We are planning to respond based on our information on the ANSI standard process for the first part, and then use language from the existing contract for the Forum Support.

Cindy asked if Tim will set up a sub-committee to handle the ANSI update. Tim said that we will address that as we write the proposal, but that he envisions having a committee dedicated to this. We are also expecting information on the copyright before the January meeting.

11. New Business

Tim Kerns appointed Bob Rasmussen as Treasurer. He asked for a motion for the Board to approve.

MOTION

Cindy Burch moved to approve the appointment of Bob Rasmussen as Treasurer.
Bob Scopatz seconded.
Motion Approved

There is a board position open. Tim said he has been approached by several people interested in filling the vacancy. He said we will likely take all of those names and add them to the slate of candidates for next year. This is an 8-month appointment to fill the vacancy in the Class of 2016 created when Chris Corea became the 2nd Vice President.

We are going to review and revise the fee structure for vendors. Please send comments before we meet in January.

Rhonda Stricklin said that one of the sponsors has asked for email addresses of the attendees in order to send a thank you to people. They have the list of names, but a list of emails addresses would be needed. They asked, as a fall back, if ATSIP could send a thank you on their behalf. Also, we can revisit the policy of not giving sponsors/exhibitors the email list. Tim said that we can send the letter on their behalf. We will review the policy on giving out email addresses at our January meeting.

Ida Williams asked if we would be letting attendees know that their email address might be given to sponsors/exhibitors? Rhonda said that it would make sense to let attendees know what will be done with their information, and we would want to include an opt-out option. Any emails we send must have an “unsubscribe” option.

12. Next meeting January 9, 2016 (in person at TRB) at 9:30 AM.

This will be in the DC Convention Center. Room 142.

13. Adjourn

MOTION
Eric Tang moved to adjourn
Bob Scopatz seconded
Motion Approved

Meeting adjourned at 2:59 PM Eastern.

Submitted 12/16/2015 as Draft for Review by Robert A. Scopatz, Secretary
Submitted as Draft for Approval reflecting changes submitted as of 12/28/2015.
Approved by a vote of the Executive Board on 01/09/2016