ATSIP Executive Board Meeting
MINUTES
Wednesday, August 15th, 2012
Via Teleconference, 1 PM Central Time

Attendees:
Hadi Shirazi, President
Bob Rasmussen, Past-president
Marty Pollock, 2nd Vice President
Bob Scopatz, Secretary
Cindy Burch, Maryland
Tim Kerns, Maryland
Angie Langanke, TSASS
Cory Hutchinson, LSU
Nils King, Indiana
Chris Madill, Washington,

Non-voting Attendees:
Ralph Zimmer, co-parliamentarian
Dave Bozak, InfoGroup

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)
   Hadi Shirazi called the meeting to order at 1:03 PM Central Time.

2. Minutes (Hadi Shirazi)
   Approval of Minutes from June 20th, 2012 Executive Board Meeting
   
   MOTION:
   Nils King moved to approve the June 20th 2012 Executive Board Meeting Minutes
   Marty Pollock Seconded
   Motion approved.

3. 1st Vice President’s Report (Ken Carpenter)
   No report.

4. Treasurer Report (Bob Rasmussen)
   Bob Rasmussen presented the July 31 accounting report. Both the June and July reports
   are appended to the member copy of these minutes.

5. Liaison Reports: No reports

6. Committee Reports

   Constitution (Ralph Zimmer and Jim Davis)
   Ralph Zimmer reported that he and Jim Davis have gone through four iterations of
changes to the constitution. The Executive Board has authorized the submittal of four amendments:

- Eliminate the Associate Member grade. Two grade levels would remain: Fellow and Member.
- Bring the Constitution in compliance with Federal and State of Minnesota regulations regarding dissolving the association.
- Change the membership year from the calendar year basis to something other than a calendar year basis. Jim and Ralph have written it to give the Executive Board the authority to set the membership year.
- Remove some conflicting language about voting status on the Executive Board if a voting member were to assume the role of Treasurer. Jim and Ralph have expanded the charge to authorize the Executive Board to either bring on board a volunteer or hire an individual to perform services needed by the Association. It defines who has a vote on the Executive Board. It also clearly defines who are the non-voting members of the Executive Board. It also gives the Executive Board the authority to grant non-voting status to any other individuals.

Also, on their own, Jim and Ralph have prepared an amendment that would provide the Executive Board the authority to elect someone to Fellow status in exceptional cases, even if they are not presently a member of the Association or have not been a member of the Association for the prescribed number of years (5 years). This would require the approval of 2/3 of the total voting membership.

NOTE: The Board agreed to approve these amendments following their distribution via email on August 16th and final responses received by August 20th.

Professional Certification Committee (David Bozak)
Dave Bozak reported that there is a short paragraph on the ATSIP website under Committees, describing the Professional Certification Committee, including bullet points describing what this committee will do and a set of three goals for the Committee to pursue.

Best Practices (Tim Kerns)
Tim Kerns reported that the best practice award submissions are out for review. They are due back on August 31st so that the committee can notify the winners just after Labor Day.

ATSIP Strategic Planning (Bob Scopatz Acting Chair)
Nothing to report

National Agenda (David Bozak Acting Chair)
Dave Bozak provided the following write-up:

National Agenda for the Improvement of Highway Safety Information Systems
The National Agenda dates back to the 1991 Traffic Records Forum in Portland, Oregon. That year Forum attendees were divided into three groups, focusing on the collection, management and use of traffic records data. Development of the National Agenda took 5 years and it was presented during the 1996 Forum in Philadelphia. As a result of spreading the development over this length of time and involving discussions at several forums, hundreds of people became involved. The six goals which comprise the broad framework for the National Agenda are as applicable today as they were 16 years ago. In condensed form the goals are:

1) Appreciation of the Value of Information, 2) Coordination of the Collection, Management, and Use of Data, 3) Integration of Highway Safety Programs with Information Systems, 4) Resources to Make the Appropriate Technology Choices, 5) Training in Methods Appropriate for Evaluation, and 6) Standards for Information Systems

Dave also offered to send a copy of the electronic copy of the National Agenda to anyone who wants it. Just send him an email.

Membership/Outreach (Bob Rasmussen)
Bob Rasmussen reported that dues notices have been sent out and the committee has also worked on new member applications. Bob Rasmussen asked that Hadi appoint a new chair of this committee in view of the expansion of the duties of Treasurer.

Data Quality & Improvement
Policy/Positions & Resolutions (Kathleen Haney)
No report.

7. 2012-2013 Nominating Committee (Bob Rasmussen)
The Nominating Committee has completed its nomination slate for the upcoming Executive Board election. The slate will go out as a ballot no later than 5 days after September 25th. We are running a bit late for notifications. We also need to set a date for the official announcement of the election results. The Board needs to approve the date.

MOTION:
Bob Scopatz moved that the date for the annual announcement of election results will be Tuesday October 30th during the ATSIP Annual Business meeting.
Nils King seconded
Motion Passed

Additionally the Constitution requires that the President and Vice Presidents (first and second) be at the Fellow Grade).

MOTION:
Bob Scopatz moved that Nils King and Cynthia Burch be approved at the Fellow level of membership.
Bob Rasmussen seconded
Motion Approved

8. Web Site Progress (Dick Paddock, Angie Langanke)

Angie Langanke reported on the status of the ATSIP website. She asked for people to send her content. She also asked if we wanted to set up a member spotlight to highlight anything of interest on an individual level.

We are looking to add things to the members’ website and there are some suggestions that have come in.

Bob Rasmussen asked how much time it will take to prepare for the 2013 Forum support for registration, etc. Angie replied that the Forum Registration system itself is not a very large task, but ATSIP will need to get a Secure Socket Layer (SSL). To do that, we need a permanent address, a Federal Tax ID and a few other things. Angie will send Bob Rasmussen a feasibility report and barriers to implementation. She also said that we could use something like what Mississippi is using this year rather than creating our own system.

9. 2012 Forum Update (Marty Pollock)

Marty Pollock reported that we have 41 persons registered, 2 sponsors, 9 vendor/exhibitors. The email blast went out and got 766 confirmed email addresses. The Federal Highway Administration would like to do four sessions on roadway data. They would like to pay us for printing, etc. It’s not certain when the contract will go out. It should go to Bob Rasmussen when it does go out. It was supposed to go out Monday but it has not happened yet.

Marty also went through the room block.

NHTSA has confirmed that they want to do workshops on the new Traffic Records Assessment Wednesday afternoon. We will have the rooms for it through the Beau Rivage. It appears there will be no cost.

Ron Sennet is going to do our Sunday night entertainment. He is trying to get confirmation from the Governor or the Commissioner of Public Safety as to getting a welcome to Mississippi. Mississippi Highway Patrol will present the colors and Ron will sing the National Anthem.

Marty said that Dick Paddock had asked about Professional Development Hours for the Forum. Dick has volunteered to manage it for us. We could do this like we did for Louisiana to keep track of which sessions were attended by each person. Would like to do it for anyone who attended the session. In about 2 weeks after the Forum, we can send out a certificate to the attendee listing their PDU hours. It is also a way to pitch membership to those attendees who are not already members.

There’s a phone conference set up with Mississippi later this month (8/22) to address some logistic details.
10. 2012 Vendor Update (Kristy Price)
   No report

11. 2012 Mississippi Department of Transportation
    No report

12. 2013 Forum, Bob Rasmussen
    Bob Rasmussen reported that the contract has been signed.

13. City of Edmonton, Canada for Mini-Forum (Ward Vanlaar)
    Ward Vanlaar could not be on the call today.

14. New Business
    Dave Bozak reported that he is going to a meeting with MS2K+ and NHTSA tomorrow
    regarding the possibility of ATSIP handling some tasks in support of the new
    Assessment. Dave said that if anyone wants to send him an email with supplemental
    questions, please do so.
    Bob Rasmussen also noted that we should explore bonding for any persons who handle
    finances as well as liability insurance for the board members.

15. Future Executive Committee Meetings – Teleconferencing on Wednesday September 19th

16. Adjourn

    MOTION:
    Bob Rasmussen moved to adjourn
    Cynthia Burch seconded
    Motion Passed

    Meeting adjourned at 2:20 PM Central Time