ATPIS Executive Board Meeting

MINUTES

Wednesday, September 19th, 2012

Via Teleconference, 1 PM Central Time

Attendees:

Hadi Shirazi, President
Bob Rasmussen, Past-president
Bob Scopatz (by proxy to Hadi Shirazi)
Marty Pollock, 2nd Vice President
Cindy Burch, Maryland
Tim Kerns, Maryland
Angie Langanke, TSASS
Cory Hutchinson, LSU
Chris Madill, Washington
Nils King, APRISS (by proxy to Angie Langanke)
Kathleen Haney

Non-voting Attendees:

Ralph Zimmer, co-parliamentarian
Kim, MS DOT
Karen Scott, NHTSA
Luke Johnson, NHTSA

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)

   Hadi Shirazi called the meeting to order at 1:04 PM Central Time.

2. Minutes (Hadi Shirazi)

   Approval of Minutes from August 15th, 2012 Executive Board Meeting

   Kathleen Haney: Line 211 and 212 should read “Bob Rasmussen noted we should
   explore bonding for any persons who handle finances as well as liability insurance for the
   executive board members.”

   MOTION:
   Cindy moved to approve the August 15th, 2012 Executive Board Meeting Minutes,
   with changes
   Bob Rasmussen seconded
   Motion approved.

3. 1st Vice President’s Report (Ken Carpenter)

   No report.
4. Treasurer Report (Bob Rasmussen)

No change in ATSIP account, but we have received 4 more booths and one $10,000 booth payment. We have an outstanding bill (about $9,000) to NHTSA that needs to be reimbursed for work done for us by TSASS. We have a good balance to work with. I have reservations about any penalties we might occur in Mississippi with room blocks, etc. but I think we can work it out.

The August Treasurer’s report is appended to the member’s version of these minutes.

5. Liaison Reports:

NHTSA: We are gearing up for the Forum and are working with Marty on the schedule. We have yet to get approval on travel so we’re not sure who from NHTSA will be able to attend. FMCSA is only sending two people, but NHTSA and FHWA aren’t sure. However, we will deliver all programming we’ve committed to. We are moving ahead on the new TR Assessment process with the Indiana pilot in November. We will be discussing this more at the Forum.

6. Committee Reports

Constitution (Ralph Zimmer and Jim Davis)
At last meeting the executive board considered a number of amendments and wanted to look at precise wording. This was disseminated to the executive board and it was voted on. All proposed amendments were approved. The board approved the organization to send these to the membership. Special thanks to Jim Davis, who did much of the work on this.

I need to touch base with Bob Scopatz or Jim Davis to see if a postal ballot or email ballot will be sent. Angie says she could send them via email if need be.

Best Practices (Tim Kerns)

Membership/Outreach (Bob Rasmussen)
One new application – Alina Moldovan from Alaska DPS. You should have received her application today.

MOTION:

Cory Hutchinson moved to accept Alina Moldovan as an ATSIP member.
Angie Langanke seconded
Motion approved.

Professional Certification Committee (David Bozak)
We have an RFP from MS2K to recruit subject matter experts to staff NHTSA’s new traffic records assessment process, but we do have lots of questions. The committee needs to get answers before writing before we respond to the RFP. We also need to figure out internally how we intend to do the work outlined in the RFP, such as if / who we might hire to do the work. Bob Scopatz deserves special recognition for all the work he has done regarding this.

Best Practices  (Tim Kerns)
It has been the closest contest we’ve ever had. Winners and applicants have been notified and will be officially announced at the Forum.

ATSIP Strategic Planning  (Bob Scopatz Acting Chair)
No report

National Agenda  (David Bozak Acting Chair)
We did this for the 1996 TR Forum and it is still recognized today; however, enough time has passed and it needs to be updated. This time we will look to do a more condensed effort than last, which took 5 years. We are currently looking for volunteers to assist in the update.

Data Quality & Improvement  Table this until meeting at the Forum (Bob Scopatz)

Policy/Positions & Resolutions  (Kathleen Haney)
Although I have nothing for you to review today, we need to come up with positions on MAP-21 and distracted driving.

7.  2012-2013 Nominating Committee (Bob Rasmussen)
The ballots were sent out, a little earlier than should have been. If no one comes back and proposes anyone else, we’re just going to go on like nothing happened. Ballots are coming in now. Last period, Nils King and Cynthia Burch were upgraded to Fellow status.

8. Web Site Progress (Dick Paddock, Angie Langanke)
Angie Langanke reported on the status of the ATSIP website – updates such as the what’s new section, notifying people that contact credits are available for attending the Forum, etc. All member professional histories have been added to the membership site. She asked for people to send her content.

9. 2012 Forum Update (Marty Pollock)
Angie added several things to the TRF website, including the Forum program, information on the airport shuttle, enlisted vendors, etc.

Stats:
95 have registered
• 31 room reservations on Friday
• 60 room reservations on Saturday
• 100 room reservations on Sunday-Monday
• 100 room reservations on Tuesday
• 50 room reservations on Wednesday

Confirmations are picking up as we get closer. We have a clause in the contract with the Beau, specifying that we need to use so many rooms. Instead of guaranteeing 350 rooms as originally thought, we’ve backed it to 300. The federal folks haven’t been fully confirmed so that’s hurting our numbers too. We have 45 days from time of conference to change that number. If we don’t meet the number we will get dinged for the unused rooms. I am still receiving updates to TRF schedule, but not all of them have been posted online. Bear with us. We have over 40 sessions and 4 training sessions. We have 9 TR Advisory sessions, 2 sponsors, and 11 vendors. We have a Saturday 10am work session to make sure rooms are prepped and things in order, signs placed appropriately, etc. Most importantly we will be stuffing the bags. We got the flash drives that will help folks familiarize themselves with MMUCC at the Board Meeting, as well as enough to put in the bags.

Cindy: In MD we have to wait for Oct 1 to register.
Luke: NHTSA cannot either – the hotel was asking for upfront payment and we can’t do that.
Marty: I am asking the hotel to extend the block date until after Oct 1. I have not heard back from the Beau on this. I forwarded Luke’s explanation of why NHTSA can’t register to MDOT. Luke is willing to talk to the hotel if need be.
Kim: I’m unsure of the status, but will ask Kristy Nord to see if she has more information.

10. 2012 Vendor Update (Kristy Price)
No report

11. 2012 Mississippi Department of Transportation
If you have any questions Kim can forward your questions to appropriate person.

12. 2013 Forum
No report

13. City of Edmonton, Canada for Mini-Forum (Ward Vanlaar)
(Report by Hadi)
Ward sent an email – He wants feedback regarding the Edmonton flier - how you like it or if you have anything to add. He would like it posted to the ATSIP and TRF websites, and fliers placed in the TRF bags. Let him know if you want to volunteer, presentation, etc. There was a first round review and changes; Marty will send him an email to see if changes have been incorporated and if it could be sent out again.
14. New business

MS2K+

Bob Rasmussen reported for Bob Scopatz.

We received the request for proposal from MS2K+ for ATSIP to handle recruitment of
assessment team members, team leaders, and go team members. We have approximately
a month to respond and hope to have a contract in place by the date of the Forum, or soon
thereafter. The proposed term of the contract is from November 2012 through October
2013, with potential for annual renewals for up to four years.

We have questions on the RFP and will be sending those to MS2K+ for clarification
soon. Bob had 12 questions and we need to get them answered and sent to Bart. Some of
these are will we be responsible for paying people? (ATSIP can do it or MS2K+ can do
it.) Is it true you need 2 people for each system? Karen reports she does not need to hear
the questions, as they are between MS2K+ and ATSIP. She just wants to know that it is
being addressed and when (by the Forum).

Distinguished Achievement Award

ATSIP has an award that has been given out twice – the Distinguished Achievement
Award – in 2009 to Ralph Zimmer and in 2010 to Clay Hatch. There’s no inherent
intention to give it every year. Last year Jim Davis and I thought about all the people
who might be eligible, some on this call. Between the two of us, the one we though best
was Dan Magri. Slowly, we’ve been working to prepare the nomination to be presented
to the executive board. We have a proposal to the exec board to bestow the award on
Dan Magri. You should have received an email earlier today about this. It is a
nomination – you can vote up, down or table it for later. If you approve the award will be
awarded at the 2012 Forum. When I was given the award, I was given advanced notice
and had the opportunity to prepare some comments. I think that’s entirely appropriate. I
would like us to get a plaque, and Dan’s picture and paragraph about him in the TRF
program. Hadi got email from Rick Pain who is strongly supportive of Dan’s
nomination. Any documentation you need regarding his work with TRB, he’ll provide it.

**MOTION:**

Bob Rasmussen moved to accept the nomination for Dan Magri for the ATSIP
Distinguished Achievement Award, to be presented at the 2012 TRF in Biloxi, MS.

Chris Madill seconded

Motion approved.

Ralph nominates Bob Scopatz to come up with a formal letter and a plaque.
Bob Rasmussen nominates Ralph to call Dan and deliver the news.
Hadi will come up with a photo and short paragraph.
Marty will put this photo and paragraph into the TRF program.
The award will be presented during the Tuesday awards luncheon.

Bob Rasmussen would like an okay to spend money – up to $300.
MOTION:
Chris Madill moved to allow Bob the ability to spend up to $300 for the Distinguished Achievement Award plaque.
Cory Hutchinson seconded
Motion passed

15. Future Executive Committee Meetings –
Executive committee meeting at the TR Forum at (TBD) room on Sunday, Oct 28 9am – 5pm.

Kathleen - Are we still meeting the Saturday before TRB?
Hadi - Yes

MOTION:
Hadi Shirazi moved to adjourn
Cory Hutchinson seconded
Motion passed

Meeting minutes collected by Angie Langanke
Submitted as Draft for Review 10/18/2012 by Robert A. Scopatz, Secretary