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

Bob Scopatz announced a quorum at 9:09 AM Central time
Hadi Shirazi called the meeting to order at 9:10 AM Central time

2. Minutes (Hadi Shirazi)

----- Approval of Minutes from September 19th, 2012 Executive Board Meeting

Kathleen Haney said that there is a redundancy on line 91. Change to “the committee needs to get answers before we respond to the RFP.”

Bob Rasmussen said that the financial statement shows $50 income. This should be also be reflected in dues income.

**MOTION**

Chris Madill moved to approve the minutes of September 19th, 2012 as corrected

Cory Hutchinson seconded
Motion approved

3. 1st Vice President’s Report
   No report.

4. Treasurer Report (Bob Rasmussen)
   Bob Rasmussen reported the ATSIP financials for September. The full report is appended to the members’ version of these minutes.
   We have received member dues, vendor booth payments, and other income.
   We have one final reimbursement from our existing federal grant. That went through the new electronic system and it is pending payment. We have been extended on the grant for the next two years.

5. Liaison Reports
   FMSCA: Betsy Benkowski submitted the following and presented these items at the meeting:
   What’s going on at FMCSA
   • EOBR rule,
   • Safety Fitness Determination – Compliance Safety Accountability
   • Drug and Alcohol testing database rule,
   • Unified Registration System (Licensing and Insurance together with the Census)
   • Bus Leasing Requirements
   Flat funding in 2013 – asked to project our budgets 10% less than last year.

   Agency budget for 2013 is planned at $561K for FY13 and $572K for FY14

2012 Grant awards
   SADIP: $3M       PRISM: $5M       CVISN: $25M
   MCSAP: $165M     High Priority: $15M   New Entrant: $29M
   Border: $32M
   CDL Program Improvement: $30M
   CMV Operator Training: $1M

   Total Grants: $305M

We have a new Grant Process – as recommended by GAO. More accountability for all. Grants solution (GS) integrated with Grants.gov. provide training to grantees.

SaDIP Webinar on
   —Friday, November 2 @ 1 PM EST
   applications are due November 13th!
   Contact Erika Beasley (erika.beasley.ctr@dot.gov) or 202-493-0546
   https://connectdot.connectsolutions.com/ntc-4

   Map 21
   Rental truck Study
   Crash Weighting Accountability did not discuss

   Budget reduction analysis division – 55% in 4 years
   Cut our $750K contract with UMTRI TIFA BIFA analytical studies
Mostly maintenance mode with our efforts.

Our office of Information Research Technology and CIO has new Division.

In addition to the Information Technology Division and Analysis Research and Technology Division, we added the office of Licensing and Safety Information – Steve Dillingham – BTS. This new division is bringing the Vetting process and the L&I and census process together – they are making plans to with the PHMSA and use their Dunn and Bradstreet application to look for chameleon carriers. Passenger carriers, HHG carriers and HM – expand it to all.

FHWA: Bob Pollack reported that FHWA has increased in budget. Map21 has about doubled the HSIP program. There is much greater recognition that data is important. Developing guidance and rule making for use of data. The Roadway Safety Data Program includes several efforts:

- Capabilities Assessment: all 50 states surveyed, follow-up interviews to find out what data are collected, what tools are used in analysis, what the structure of the management of data is, and how well do the data systems inter-operate. This resulted in a very good picture of what is out there and where the states are on the above list of categories. Gave the states a cursory plan of how to improve in areas that they themselves identified as desirable. There will be four peer exchanges conducted. Each state will attend at least one. This will result in a national action plan to address deficiencies.

- MIRE management information system lead agency program. Testing with two states: Washington and New Hampshire. This is an effort to see if they can assist states in collection of additional MIRE elements. It is close to completion (first of the calendar year). The project will identify steps that states could take to increase MIRE collection and put the data into a structure that make the data more useful.

- Crash Data Improvement Program: It is now being run jointly by FHWA and NHTSA. After this year it will be run exclusively by NHTSA. FHWA will thereafter concentrate on the Roadway Data Improvement Program (RDIP) – a similar program aimed at improving roadway data. It mirrors much of what is in the Capabilities Assessment.

- Benefit/Cost analysis of safety data. This report is ready.

NHTSA: Sean McLaurin reported that NHTSA is working on Map21 review and implementation. They are writing regulations. MAP21 took several grant programs (including the old 408) and combined them into a single program (405). The details aren’t ready yet. They are going through budget exercises. Some of what they do is exempt because they get major funding through the Highway Trust Fund. They have projected 9% reductions with 30% reductions in travel. The Advisory is published and copies are available at the NHTSA booth. Sean thanked ATSIP for the assistance in terms of members who participated in the phases of its development. TSASS is updating TRIPRS and moving it behind the NHTSA firewall. STRAP IT is also being moved forward at the same time. NCSA has a major data modernization project. $25M project to revise survey methods for
the various databases. They are redoing the IT infrastructure as well. There is intense
scrutiny of this project. They are about 20% into it. They are going to develop more
training on Traffic Records in the coming year.

Luke Johnson reported that within NCSA MAP21 hasn’t had a huge impact on their
budgets, but there have been major changes in their programs. They are still writing the
regulations, as Sean reported. They are working on alternatives in order to anticipate
whatever happens with the regulations. The grant to ATSIP has a 5 year period of
performance with a ceiling of $250,000. What actually happens in any given year depends
on procurement. I-Supply should speed up payment of reimbursements. There are going to
be no major changes to FARS this year. The new assessment process is the big push—
Indiana pilot is coming up. They are working with GHSA on executive training. They are
going to update TR101 and break it into smaller pieces. Also, they would like to develop
user-generated training via GoTeams. States can request this kind of assistance through
NHTSA and they will look to states to tell them what they need and NHTSA will put
together a team of SMEs to address the needs. There will be a Wednesday workshop on the
new Assessment.

Betsy Benkowski asked if the GoTeams will include IT assistance in terms of actual
programming, or will be advisory only. Luke said that they aren’t sure exactly what the
work products will be. The teams are envisioned as putting in about 120 hours of effort on
any particular item, but it could be larger if the State can make a good proposal for it. Karen
Scott added that the GoTeam concept goes back to the Data IPT report recommendation to
supply expert advice to the states. Sean McLaurin said this is something that NHTSA could
offer to help states with focused expertise from people who know a great deal about how
things have worked well in other states and set down recommendations that are targeted to
moving forward in a specific area. These are intended as a deeper “dive” into specific areas
that were recommended in the Assessments.

Kathleen Haney asked what the process is for requesting an assessment. Sean said that the
process for requesting the assessment will not change—just the process of the assessment.
John Siegler said that he will give Kathleen a copy of the Draft Assessment manual. The
regional webinars are there to help inform the NHTSA regional staff and state personnel on
the new process.

Other agencies:
Ward Vanlaar reported that TIRF is under contract with NHTSA to provide technical
assistance with interlock program establishment and management. They are under contract
for the next 5 years. They are also still managing the DUI Working Group. They have
annual meetings with a new focus every year. The focus this year was on Rural issues in
DUI. There are documents available from TIRF on the annual reports.

6. Committee Reports
Constitutions (Ralph Zimmer and Jim Davis):
Ralph Zimmer reported that the Executive Board recommended to the Association that it
approve 5 changes to the Constitution. Every one of them have passed. It is the October 20,
2012 Constitution as that was the deadline for the ballots to be submitted. Ralph expressed
his personal thanks to Jim Davis for doing most of the work putting the changes together and
packaging it for distribution to the membership. The new Constitution is up on the ATSIP website.

Professional Certification Committee (David Bozak)

Dave Bozak sent a report to Hadi Shirazi. Hadi presented the following from Dave: as reported in the September minutes, we have a pending proposal from MS2K+ to recruit subject matter experts to staff NHTSA’s new traffic records assessment process. Efforts of the committee are on hold pending the outcome.

Best Practices (Tim Kerns)

Tim Kerns reported that the Best Practices Awards for Best Project, Data Visualization, and Best Website. They get 5 minutes to present at the Awards Ceremony.

ATSIP Strategic Planning (Bob Scopatz Acting Chair)

Bob Scopatz reported that we will start this effort in the new year, if not sooner.

Chris Madill has volunteered to take on the Chair of this committee. Bob Scopatz will serve on it.

National Agenda (David Bozak Acting Chair)

Hadi Shirazi read the following submitted by Dave Bozak: as reported in the September minutes, we have had some discussion regarding a more condensed effort (than the previous ‘five year’ approach) to update the National Agenda. While planning is still preliminary at this stage, we have had a couple offers to volunteer. If anyone else is interested and might already have some suggestions, please let me know – the suggestion box is open. Other than the obvious removal of references to the NSC; what does everyone think about the six goals in the current agenda?

Membership/Outreach (Bob Rasmussen)

Bob Rasmussen reported that we have new applications.

MOTION

Nils King moved that we accept Catherine Bryant as a member of ATSIP

Cynthia Burch seconded

Motion Approved

Ralph Zimmer reminded us that we now have two membership levels: Member and Fellow

Data Quality & Improvement (Bob Scopatz)

Bob Scopatz asked that we have a discussion of this item here in order to figure out what would be most relevant for ATSIP to do. Richard Paddock said that ATSIP as an organization is in a good position to publish through the website a compendium of good practices and what is going on in the states. This could also include some FAQs and reference documents. It may be nothing more than charging someone to compile that information, perhaps by debriefing the Assessors as each state assessment is completed.

NHTSA also said this would be a useful thing, but it must retain state anonymity.
Ward Vanlaar said that this would be similar to what TIRF does for some of its projects and it is a good. Chris Madill said that this could help states but he wonders how we can make this the most useful product. Our customers are the states. We could scan the states to see who is doing what with respect to performance measurement. Maybe development benchmarks? He would like to have this in his position.

Betsy Benkowski asked if we know what the states are doing with performance measurement/management? Do we know which ones are doing electronic data collection.

Karen Scott said that we have a good idea from past reports such as the eCrash report, the Promising Practices report, and the Current Practices report. There’s also inventory data in TRIPRS. Sean McLaurin said that the new assessment process will result in aggregate data as well.

Policy/Positions & Resolutions (Kathleen Haney)

There are no new items since last month. We need to draft a statement supporting the data driven approach represented in MAP21. We are also working on statements supporting adoption of MMUCC. A third one is being worked regarding distracted driven.

7. 2012-2013 Nominating Committee (Bob Rasmussen)

Bob Rasmussen reported that the slate of officers and board members is out and available to be voted upon. There are still some board members who have not yet voted. The actual announcements will take place at Tuesday’s ATSIP business meeting.

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

Dick Paddock reported that TSASS completed 4 tasks assigned to them by ATSIP. Expansion of the membership database—there are a short list of tweaks. Prototype registration system is still being developed, but it is close. It is modeled on what is in place for this year. It can be demonstrated here if people are interested. TSASS is hosting the website—this can all be moved to an ATSIP server but it hasn’t got its own server yet. We have the domain. We will eventually have ATSIP’s own email server.

Administrative support functions are being provided mainly by Angie. We need to be aware that Angie’s time is getting limited, and some of her hours are going unpaid or donated in kind by TSASS. There’s about ¾ of the time she actually spent that has been billed under the contract. We should plan on about 400 hours of support needed and we’ve got to come up with a way to pay for that.

There are other ideas of things that could be built: a system for managing the TR Forum like what TRB has to let people submit session proposals, presentations, build a personalized schedule. We would also like this tie in with the registration and membership system as well. There are some other potential things: some programming to support the SME identification process—maybe integrated with the membership system to collect qualifications information from people as they join or renew membership. Also, when a request for staffing an assessment, the system could generate an email out to potential assessors. TSASS is interested in proposing, but he’s also sensitive to the appearance of a conflict of interest.
Dick thanked us for the opportunity to work with ATSIP over the past year.

He said that they had tried to set up PayPal and there is one problem with needing a few things required before we can accept credit cards. Bob Rasmussen said that he will be bringing this issue up in his later reports.

Angie reported that we have some older Forum information that isn’t online now but will become available again soon. The problem is that the old information is stored in a system that is no longer supported by Microsoft. She is going to work on migrating the older information to the newer systems, but it going to take some time.

Luke Johnson said that the grant money—the way that the grant is written that money is for forum support only. Those monies need to be kept separate from other funds. Bob Rasmussen said that they are indeed kept separate.

Angie Langanke said that she is hoping to off-load some of the administrative work, and not sure how that will play out. Authorized persons within ATSIP can do some of it. There might also be some other people within TSASS who will take on some of these tasks.

9. 2012 Forum Update (Marty Pollock)

Marty Pollock reported that as of Friday, we had 235 registrations. There are another 50 or so folks who were registered at the hotel but hadn’t registered for the Forum itself yet. There has been some confusion over the storm (Sandy) and who is likely to not be able to attend. We have a full program running from this afternoon all the way through Wednesday.

We are adding this year for each session a QR code for each session. They are assembled in a local area and in each session room. If you attend that session, you can scan the code and retrieve the abstract, bio and at some point the presentation information as well. There are a dozen-or-so presentations in so far, but a lot of them will be collected here at the Forum.

Jim Willis said that they show 240 registrations, 19-20 booths with 45 vendors expected. They have met the room block. It looks like “all systems are go”. Jim said that if you need anything, you can ask the MDOT people. We can call the conference transportation number: 601-946-7000 for non-emergency transportation. They have set up two transportation desks.

10. 2012 Vendor Update (Kristy Price)

Bob Rasmussen said that we have one platinum sponsor ($10,000), 3 silver ($2,600 each), and 15 regular ($1,300 each) vendors. A couple of the vendors sent extra people so we got
11. 2012 Mississippi Department of Transportation

Jim Willis presented on the support that MDOT has provided to the Forum.

12. 2013 Forum (Cynthia Burch)

The Forum will be in St. Paul, Minnesota. The contracts are signed. We are getting in contact with the DOT and DPS. There will be a briefing and short meeting of people who are willing to work with Cindy on the program.

Dates are 10/27/2013 through 10/30/2013

For preliminary planning purposes, Bob Rasmussen would like to get approval to travel for a site visit:

**MOTION:**

Hadi Shirazi moved that we approve up to $1500 for Cynthia and Bob Rasmussen to travel to the site

Tim Kerns seconded

Motion Approved

13. City of Edmonton, Canada for the Forum Special Session (Ward Vanlaar)

Ward said that there is a flyer available and it is on the ATSIP website, the TIRF website and the City of Edmonton website. TIRF will send a message out through their own listserv—1800 recipients. That should go out in late November/early December with a reminder in February. If anyone would like to use either the web flyer or the listserv message to send out their own, you can contact Ward/TIRF. There are sponsors for the larger Edmonton International Conference on Urban Traffic Safety. They don’t need any additional sponsors from us, but we can look for more to specifically contribute to the special session. There is a Canadian vendor (Accident Support Systems out of Toronto) that Ward has approached. He is also going to look at some of vendors here to see if they are interested. Ward asked who of the board members would be going. There are several folks who have expressed interest or are already planning to attend.

The date of the conference is April 27-May1, and the special session is on May 2nd of 2013.

14. New Business

Ralph Zimmer called two things to the attention of the Board:

1) The Board elected Joyce Emery as an emeritus member at an earlier meeting and she is here today. The group expressed its gratitude.

2) At a previous board meeting, we honored Dan Magri with the Distinguished Achievement Award. As part of the process that resulted in that, Ralph received a large number of messages in support.
Bob Scopatz presented the summary of insurance coverage that we could purchase. The recommendation was made to purchase insurance. A copy of the handout is appended to these minutes.

MOTION
Nils King moved to approve the purchase of insurance as recommended in the handout
Bob Rasmussen seconded
Motion approved

Discussion: Ralph asked if we could be certain that non-voting and voting members are covered.

Ward Vanlaar said that we should check with the insurance broker to see if there is any advantage to purchasing all four at once, in which case we will do that rather than wait on purchasing professional liability insurance later when we have a contract requiring it.

- Assessment Support Contract

Dan Magri reported that we submitted a proposal based on the original RFP and then discovered that there were some differences between what the RFP stated (and thus our response to it) and NHTSA’s expectations on the project. Hadi sent an email to that effect but have not received a response from MS2K+. He said that Bart Eckers will be here at the Forum and we believe we will meet with him.

NHTSA said that they have asked for movement on this issue and they gave MS2K+ a list of things they would like to address. We haven’t heard if MS2K+ is going to be able to attend the meeting this afternoon.

Ward Vanlaar asked what the differences were and how they can be addressed. Dan listed technical details. Luke Johnson said that there were contractual language that were of some concern. Bob Scopatz said that do not know yet what changes need to be made and whether they amount to language changes in the proposal or if they will actually affect the budget and task activities.

We also have to develop a non-discrimination policy as part of this effort. We have an example we can use to draft our policy statement. Hadi Shirazi shared that language with Kathleen Haney.

- D16 Discussion

Ken Hackman sent word to Hadi that he would like to reconvene an ANSI D-16.1 committee.
- Further Web Site Needs

Bob Rasmussen said that we need to develop the Forum Registration process. We also need some IT support on the Assessment process which is still yet to be determined. We also have to have a secure socket layer (SSL) in order to accept credit cards. There is $150 annual cost that we know of.

**MOTION**

Ward Vanlaar moved that we approve the expense of obtaining the Secure Socket Layer and meeting the requirements to obtain it.

Cynthia Burch seconded

Motion Approved.

**MOTION**

Cynthia Burch moved that we reconsider the motion

Bob Scopatz seconded

Motion Approved

By next meeting, Angie will try to figure out what the true costs.

**MOTION**

Bob Scopatz moved to table this issue until a future board meeting

Nils King seconded

Motion approved

- Budget

Bob Rasmussen is preparing a 2013 budget. He has asked for all of us to send him anticipated costs for 2013 no later than December 15th, 2012.

- Other new business

Chris Madill expressed appreciation for his time on the Board and how much he has enjoyed it. He will remain involved.

15. Future Executive Committee Meetings – Meeting will be set by New ATSIP President

There will be a meeting on Saturday January 12th at the Marriott in DC.

Marty Pollock will send out a notice of our next meeting. It will be the 3rd Wednesday of the month via conference call to be set up by Marty. Meetings will be at 1:00 PM central time unless otherwise notified.

16. Adjourn

**MOTION**

Cynthia Burch moved to adjourn

Ward Vanlaar seconded

Motion Approved
Submitted 11/16/2012 for review by Robert A. Scopatz, Secretary
Revised based on Comments received through 11/21/2012
Submitted for approval 11/21/2012 by Robert A. Scopatz, Secretary
Approved by vote of the Executive Board and submitted as Final on 11/28/2012
Insurance quote information we have received to date:

<table>
<thead>
<tr>
<th>$ Annual</th>
<th>Type of Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>885</td>
<td>Directors’ and Officers’ -- this covers the Executive Board members in case ATSIP is sued</td>
</tr>
<tr>
<td>1,057</td>
<td>Professional Liability -- covers ATSIP for risk associated with providing professional services</td>
</tr>
<tr>
<td>1,000</td>
<td>Fidelity Bond -- covers the organization in event of criminal activity (e.g. financial staff absconds)</td>
</tr>
<tr>
<td>500</td>
<td>General Liability -- covers ATSIP for damages (required to enter into contracts with conference hotels)</td>
</tr>
</tbody>
</table>

Recommendations:

1) purchase D&O and Fidelity Bond now.
2) purchase General Liability in advance of negotiating with conference hotels for future meetings (TR Forums)
3) purchase Professional Liability within 30 days of signing a contract for professional services.

NOTE 1: There are other quotes we could look at, but the above are the best we have received and are recommended by our insurance broker. The Fidelity Bond and General Liability dollar amounts are estimates and can be interpreted as the coverage will cost no more than the amount listed.

NOTE 2: The Professional Liability Insurance may increase by a moderate amount in order to remove two exclusions (software programming and engineering) from the list of excluded activities. The insurer is reviewing our work description to see if those exclusions would apply to the anticipated activities.