ATSIP Executive Board Meeting
Meeting Minutes
November 28, 2012

Attendance:
Marty Pollock, President
Nils King, 1st Vice President
Cynthia Burch, 2nd Vice President
Hadi Shirazi, Past President
Bob Scopatz, Secretary
David Harkey, North Carolina by proxy to Bob Scopatz
Tim Kerns, Maryland
Angie Schmit Langanke, TSASS
Joanna Reed, NISR
Ward Vanlaar, TIRF by proxy to Bob Scopatz

Non-Voting Participants:
Bob Rasmussen, Treasurer
Ralph Zimmer, Co-Parliamentarian
Luke Johnson, NHTSA
Dave Bozak, InfoGroup

1. Call to Order, Attendance/Quorum, Introduction (Marty Pollock)
   Bob Scopatz announced a quorum at 1:05 PM Central Standard Time
   Marty Pollock called the meeting to order at 1:05 PM

2. Minutes (Marty Pollock)
   Approval of Minutes from October 28th Executive Board Meeting
   Dave Bozak asked for a change—line 207 of p. 5: Dave said that he did not ask for
   people to serve on the committee. It can be stricken. The statement referred to the effort
   for the National Agenda.

   MOTION
   Hadi Shirazi moved to approve the minutes of October 28, 2012 with the change as
   noted
   Cynthia Burch seconded
   Motion Approved

   Ralph Zimmer requested that the minutes of the October 29th ATSIP General meeting
   also be sent out for the board to review (but not approve).
3. **1st Vice President’s Report (Nils King)**
   Nils King preferred to defer the discussion until we get to new business.

4. **Treasurer Report (Bob Rasmussen)**
   The October financial report is attached to the member’s version of the minutes. The balances do not reflect the costs and income from the Traffic Records Forum. There were 30-40 people who paid dues through the Forum registration website and that money has not yet been reflected as well. We have been reimbursed all of the money we charged against our existing grant. We hope to settle the accounts with Mississippi soon. Marty has called the people there and will get a report soon.

   A draft budget for 2013 will be circulated prior to the January meeting.

   Hadi Shirazi said that he will forward the Chase Bank Card to Bob Rasmussen.

5. **Liaison Reports**
   **NHTSA:**
   Luke Johnson reported that NHTSA is moving forward with the Indiana pilot of the new Assessment process. The State is looking at the questions and answering them. The Assessors should have answers beginning in about a week.

   NHTSA expects to get applications for GoTeams soon. States can request them through the regional offices or NHTSA HQ. The applications are online.

   MAP21 Guidance should go out at the end of December or early January. This will affect assessment scheduling and 405 grant requests. The 2013 program year is going to operate on a tight deadline. Things should normalize in 2014.

   NCSA is moving forward with Data Normalization/Modernization. They do not anticipate any changes to the FARS file this year.

   TR program is bringing Sarah Weisman to the HQ team soon.

6. **Committee Reports**
   a) **Constitution** (Ralph Zimmer and Jim Davis): Ralph Zimmer said that there have been no changes since the October 28th meeting and the approved changes as of the October 2012 update of the Constitution.

   b) **Professional Certification Committee** (David Bozak)
   The committee’s tasks are on hold pending whatever is worked out with MS2K+. Hadi Shirazi reported that we have not heard back from MS2K+ on our proposal.

   c) **Best Practices** (Tim Kerns)
   The committee will be reactivated in the new year for 2013. Bob Rasmussen said that he has paid the bill for the plaques and certificates. Angie Langanke has put the applications for 2012 online.
d) **ATSIP Strategic Planning** (Chris Madill Chair)

Bob Scopatz reported that this will kick off in the new year.

e) **National Agenda** (David Bozak Acting Chair)

Dave Bozak said that as of the annual meeting in Biloxi, he has reiterated the call for input from people. In the previous effort, some funding was provided by FHWA. We don’t really know what will happen with this new effort at yet. There have been some expressions of interest from people who attended the Forum. We don’t know if we will bring in people as invited speakers. Dave said that there is some interest from NHTSA in updating this. Luke Johnson said that NHTSA had looked at supporting this effort, but the procurement is likely to be deferred until FY 2014.

f) **Membership/Outreach** (Hadi Shirazi)

Hadi Shirazi said that he and Bob Rasmussen compared notes and are trying to come up with plans and ideas for increasing membership.

Angie Langanke said that we had considered trying to get mailing lists through GHSA, the MPOs, the injury surveillance areas, etc. This is something that Hadi said they would really like to pursue.

Dave Bozak asked if we are considering sending people to relevant conferences such as GHSA and others?

Bob Scopatz said that we also should give our board members copies of materials they could take to various conferences.

Angie suggested that we find someone with a marketing background and skills.

g) **Data Quality & Improvement** (Bob Scopatz)

Bob Scopatz asked for people to help with this effort of pulling together resources as described in the October meeting. Joanna Reed said she would send a list of resources for this. Angie Langanke said that we can set up a way to post things to the web.

h) **Policy/Positions & Resolutions** (Kathleen Haney)

No report.

7. **2013-2014 Nominating Committee** (Hadi Shirazi)

Hadi Shirazi asked for suggestions for the ATSIP board. In particular we need people from the West.

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

Angie Langanke reported that there have been a few areas of progress:

ATSIP.org has been updated to reflect the awards processes for 2012 and have replaced the 2012 Forum information with a pointer to the 2013. Anyone having content to be posted should send it to Angie.

There are a few areas of new IT progress. We are building a forum registration prototype. The membership website is also going to be updated. Bob Rasmussen has been helping with ideas. ATSIP.org will also continue to be maintained. The Forum registration system is going to be proposed for continued development in 2013, including a Secure Socket Layer implementation. Also a Forum management system that would reduce the
manual paperwork required of the forum chair. Also we are looking at supporting the
NHTSA assessment subject matter expert processes that are being done by ATSIP, but
that is all pending until we have some agreement in place with MS2K+. Ideally TSASS
will have a proposal to ATSIP in time for the January meeting. Angie said that would
depend on having input from ATSIP on how to implement IT support on the subject
matter expert selection and the member pages. Dave Bozak replied that this is something
that is pending the decisions with MS2K+. Luke Johnson said that NHTSA is looking to
ATSIP to figure out how to do this using both members and people known to ATSIP
through whatever means. Bob Scopatz said that the proposal that went to MS2K+
outlined a 2-phase approach that started with a resume-based pre-qualification approach
for 2013’s assessment teams and the development of a more formal certification process
in time for 2014.

9. 2012 Forum Update (Marty Pollock)
Marty Pollock reported that the numbers for the 2012 Forum are not final yet. We had
280 attendees. Marty reported on the numbers of vendors, sessions, and training
opportunities. Feedback from attendees has been very positive, especially with respect to
the quality of the program, the food, and the transportation. Marty asked for any
suggestions based on experiences in 2012 and would pass those on to Cynthia Burch.

Marty suggested that we develop an online evaluation system for next year. They can be
useful in identifying some dos and don’ts. We are hopeful that the 2013 Forum is not
affected by adverse weather.

Dave Bozak asked if we could get a sense of the total man-hours contributed by
Mississippi DOT. They did so much including transportation, printing, and photos.

10. 2nd Vice President’s Report, 2013 Forum (Cynthia Burch)
Cynthia Burch reported that we are going to look closely at the Forum from 2012 in order
to develop a budget for 2013. She and Dick Paddock reviewed ideas on IT support
reinforced what Angie Langanke talked about.

Cynthia hopes that we can get additional input from the medical side in the 2013 Forum.
She is also working with engineering and other folks as well. They will be determining a
theme soon. She will seek feedback on doing things like the Sunday sessions and perhaps
poster sessions.

They hope to have the “Save the Date” materials available in time for TRB. She would
also like to promote the Forum at various other conferences. Would also like to get
Minnesota involved in showcasing some the successes in the State.

She would like to start having Forum Planning conference calls in December or early in
the new year.

11. City of Edmonton, Canada for the Forum Special Session (Ward Vanlaar)
Bob Scopatz reported that the Special Session in Edmonton is moving forward. Stevanus
in Edmonton is working on the proposed session speakers and some of the people will be
getting calls to see what level of commitment they can support.
12. New Business –

MS2K / Insurance update: Bob Scopatz reported that we will be moving forward with purchase of General Liability and Executives and Officers Insurance.

January Executive Board Meeting: Marty Pollock reported that the meeting will be on January 12th from 8:30 AM to 5:30 PM in the Coolidge Room of Marriott Wardman Park.

Nils King reported that the mid-year meeting at TRB may be somewhat too soon after the Forum. October to January is only about 10 weeks. There may be a hardship for travel on the part of some of the board members. Perhaps we could move the meeting to mid-March or Mid-April? Also, could we perhaps move the location of the meeting to a central location that would be less troublesome for people to travel to in order to attend.

Hadi Shirazi said that TRB is a convenient meeting because many people are already attending and it would be difficult for some to justify another trip. The question also arises as to how much of our Executive Board attends TRB and has our Board makeup changed to the point where future TRB attendance is no longer a good assumption. One alternative that was raised is LifeSavers which takes place in April time frame. Also, our liaison organizations are more likely to attend TRB versus other conferences. Nils offered to put together a survey of the Board to see if there is support for attending TRB versus some other meeting.

13. Future Executive Committee Meetings – December 19, 2012 at 1PM Central

14. Adjourn

MOTION

Bob Scopatz moved to adjourn

Hadi Shirazi seconded

Motion approved

Marty Pollock adjourned the meeting at 2:26 PM Central Standard Time

Submitted as Draft for Review on 11/28/2012 by Robert A. Scopatz, Secretary
Approved by vote of the Executive Board on 12/19/2012