ATSIP Executive Board Meeting

Meeting Minutes

Wednesday, April 18th, 2012

Teleconferencing, 1 PM Central Time

Attendees:

Hadi Shirazi, President
Bob Rasmussen, Past-president by proxy to Bob Scopatz
Ken Carpenter, 1st Vice President
Marty Pollock, 2nd Vice President
Bob Scopatz, Secretary
Cindy Burch, Maryland
Tim Kerns, Maryland
Nils King, Indiana
Angie Schmit, TSASS
Ward Vanlaar, TIRF
Cory Hutchinson, LSU
Kathleen Haney, Minnesota

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

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)
   Bob Scopatz announced a quorum at 1:06 PM Central time
   Hadi Shirazi called the meeting to order at 1:06 PM Central time

2. Minutes (Hadi Shirazi)
   ----- Approval of Minutes from March 21st, 2012 Executive Board Meeting
   MOTION
   Marty Pollock moved to approve the minutes of the March 21st, 2012 Executive Board Meeting
   Ward Vanlaar seconded
   Motion carried

3. 1st Vice President’s Report (Ken Carpenter)
   Ken Carpenter said that the contracts for 2013 and 2014 are signed. The venue for 2014 is
   the Hilton at the Ballpark in St. Louis.

4. Treasurer Report (Bob Rasmussen)
   Hadi Shirazi read the report submitted by Bob Rasmussen:
   Non-members may request a full financial report is available by contacting ATSIP directly.
   Members may download the full minutes with complete information at the ATSIP website.
With the extreme assistance of Angie we now have the ability to bill persons through PayPal.

2011 Tax Return has been completed.

Bob Scopatz asked about the PayPal fee that is taken out. Angie Schmit said that the fee is a small flat fee plus a percentage. It looks to amount to under 3%. The question was raised about whether we should increase our fees by a small amount to cover these deductions. Ward Vanlaar suggested that we raise our fees a small amount each year. We agreed to table this discussion to give Bob Rasmussen time to look into it and to set a reminder for a future ATSIP meeting to take up the issue of increases to dues and other fees.

5. Liaison Reports: None present
   - FMSCA
   - FHWA
   - NHTSA
   - Other agencies

6. Committee Reports
   - Constitutions (Motion on Table) (Ralph Zimmer and Jim Davis)

   Angie Schmit reviewed the issue of what to do with respect to changing the dues year. She then read a recommendation from Bob Rasmussen codifying how the dues structure has worked for the past few years. It has not been put in writing before now. The proposal is:
   - There has been a bit of discussion concerning dues and years, etc. My recommendation is we maintain our current yearly dues structure of a calendar year with the following:
     - a. Those that pay their dues in conjunction with registering for the forum would have their year paid through December 31 of the following year.
     - b. Dues received prior to July 31 of a given year would be credited through the current year December 31 giving them the forum discount if attending.
   - Based on history of the last two years those paying after July 31 are usually associated with forum registration and would fall under “a” but if not credit them the following year to December 31 to maintain a yearly billing.

   Nils King brought up the issue of liability insurance for the board. There was a brief discussion of whether or not dues are linked to the need for liability insurance to protect the board. Ralph Zimmer reported that his experience is that if there is a lawsuit against ATSIP, a lawyer might include the Board members. Nils King said that the only link with respect to membership was that insurance costs are tied to membership. Bob Scopatz said he would check into the insurance requirements and recommendations for non-profit boards.

   Angie suggested that we set up some form of pro-rating so we don’t run into the situation where people fail to pay for a full year’s membership. The group discussed the various options such as pro-rating by quarters, pro-rating for people who register at the forum, pro-rating at the forum but only with payment of the next year’s membership, not pro-rating at all, or having registration be open at any time and the member’s membership
year would be 365 days from the date of payment. Hadi asked for all of the options to be put together in a list and shared with him and the Board so we can review this and decide. Angie said she’ll ask the programmer to see if we need to make this decision sooner than next month.

**Professional Certification Committee** (David Bozak)

Dave Bozak shared the following information via email:
The Professional Certification Committee is charged with the responsibility of identifying and recognizing individuals within the transportation safety data community who have backgrounds and experience within specific subject areas that qualifies them to act as subject matter experts in the planning, evaluation and operation of transportation data systems.

Goals:

- To develop criteria for establishing level and depth of experience in the various components of a state traffic records system and its operation that would justify their designation as Subject Matter Expert.
- To establish a procedure for recruiting, vetting and certifying Subject Matter Experts in each of the various key aspects of traffic records systems.
- To maintain a list of Certified Subject Matter Experts to serve on various state, regional and national safety data systems evaluation, planning and operations working groups.

Specifically, the Committee will:

- Maintain a list of Certified Subject Matter Experts for each of the modules identified within the NHTSA Traffic Records Advisory.
- Provide NHTSA with pre-screened individuals that provide subject matter assistance to traffic records assessments and technical assistance teams.
- Maintain professional activity history for all members to document his/her participation in such Subject Matter Expert activities.

**Best Practices** (Tim Kerns)

No report.

**ATSIP Strategic Planning** (May be Change to National Agenda)(Larry Cook)

Hadi will select a chair of this committee by

**Membership/Outreach** (Bob Rasmussen)

Hadi Shirazi presented the following report submitted by Bob Rasmussen:

There are two new member applications from the North Carolina Administrative Office of the Courts: Basil McVey (Deputy Director) and Janet Greene (Assistant Administrator). Both have over 20 years in state government and over 15 years in data systems. I recommend we approve both as ATSIP Members.

**MOTION**

Cindy Burch moved that we approve both members
Angie Schmit seconded
Motion Carried

Data Quality & Improvement (Bob Scopatz)

Bob Scopatz said that we’re stalled on this until NHTSA and the USDOT TRCC decide whether they can fund this effort. The Board suggested that we table this until our meeting at the Forum.

Policy/Positions & Resolutions (Kathleen Haney)

Kathleen Haney reported that she will have resolutions for our May meeting.

7. 2012-2013 Nominating Committee (Bob Rasmussen)
Hadi Shirazi read the following report submitted by Bob Rasmussen:
The slate is almost complete. We are lacking one nominee before the committee can forward to the Board for approval. If anyone knows somebody that would make a good candidate please let me know.

8. Web Site Progress (Dick Paddock, Angie Schmit)
TSASS is moving forward with the ATSIP membership rebuild. There was a call on 3/29/2012 with Angie, Bob Rasmussen, and Hadi Shirazi on design issues. Last week she sent a run-down of information she is looking for. We need a refund policy—not much discussion of it yet.

MOTION
Marty Pollock moved that we adopt the recommendations sent out previously by Angie on the refund policy
Nils King seconded
Motion Carried

The second issue is the privacy policy. There have been few comments to date, mainly from Marty Pollock and Ward Vanlaar. Ward suggested an opt-out policy. Marty suggested an open policy for name/title/employer. The contact information would be available to all unless the individual requests us not to share the information.

MOTION
Bob Scopatz moved that we adopt the privacy policy presented by Angie Schmit with the addition of a sentence that a clear “opt-out” option will be presented
Cynthia Burch seconded
Motion Carried

Angie said that her next item was to update the list of liaisons. She said that is being worked on and will be resolved later.
A few people owe information such as bios for the leadership page and committee membership.

9. 2012 Forum Update (Marty Pollock)

Marty Pollock reported that everything is up on the website. The hotel registration site is operational and linked from the 2012 Forum page. We will be providing transportation to/from the Gulfport airport.

Marty will take care of sending formal invitation letters to our key note speakers.

We have settled the cancellation and refund policies.

NHTSA is going to take two sessions. FHWA will handle six sessions, including a town-hall meeting. Two MMUCC update sessions. A Traffic Records Assessment Update session will be set up for Wednesday afternoon.

Two vendors have signed up, including the Platinum Sponsors.

Hadi Shirazi asked if there is a program management meeting in May. Marty said that the next conference call is set for May 15th.

10. 2012 Vendor Update (Pete d’Oronzio)

No report

11. 2012 Mississippi Department of Transportation

No report

12. 2013 Forum, Ken Carpenter

Ken Carpenter reported that contracts for 2013 and 2014 have been signed. 2013 will be at the Crowne Plaza in St. Paul, MN in the last week of October. Once we have the next Program Chair, things can begin to move forward. The 2014 contract has been signed for St. Louis Hilton at the Ballpark.

13. City of Edmonton, Canada for Mini-Forum (Ward Vanlaar)

Ward Vanlaar reported that he will have a kick-off meeting with the City of Edmonton next week. Hadi Shirazi and Bob Scopatz volunteered to be on the mini-forum planning committee.

14. New Business

Kathleen Haney said that the MN TRCC is looking for studies or sources on predictive analytics for crash data. If you know of any resources please contact her.

15. Future Executive Committee Meetings – Teleconferencing on Wednesday May 30th 1:00 PM CDT.

15. Adjourn
MOTION
Nils King moved to adjourn
Marty Pollock seconded
Motion Carried

Meeting adjourned by Hadi Shirazi at 2:37 PM CDT

Submitted as Draft for Review on 4/18/2012 by Robert A. Scopatz, Secretary
Submitted as Draft for Approval on 4/21/2012 by Robert A. Scopatz, Secretary
Approved as Final by the Executive Board on 5/30/2012