ATSIP Executive Board Meeting
Meeting Minutes
Wednesday, June 20th, 2012
Teleconferencing, 1 PM Central Time

Attendees:
Hadi Shirazi, President
Bob Rasmussen, Past-president, by proxy to Bob Scopatz
Marty Pollock, 2nd Vice President
Bob Scopatz, Secretary
Kathleen Haney, Minnesota
Cindy Burch, Maryland
Tim Kerns, Maryland
Angie Schmit, TSASS
Ward Vanlaar, TIRF
Cory Hutchinson, LSU
Nils King, Indiana, by proxy to Angie Schmit
Chris Madill, Washington, by proxy to Hadi Shirazi as alternate

Non-voting Attendees:
Ralph Zimmer, co-parliamentarian
Dave Bozak, InfoGroup
Jim Davis, co-parliamentarian
Luke Johnson, NHTSA

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)
   Bob Scopatz announced a quorum at 1:04 PM Central Time.
   Hadi Shirazi called the meeting to order at: 1:05 PM Central Time

2. Minutes (Hadi Shirazi)
   Approval of Minutes from May 30th, 2012 Executive Board Meeting
   MOTION:
   Cindy Burch moved to approve the minutes of the May 30, 2012 Executive Board Meeting
   Angie Schmit seconded
   Motion carried

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

4. Treasurer Report (Bob Rasmussen)
   Bob Scopatz presented the financial information as reported by Bob Rasmussen. The full report through May 31, 2012 is attached.

5. Liaison Reports
FMSCA

FHWA

NHTSA—NHTSA is working on the abstracts for USDOT for the Forum. The contract for the new assessment may be awarded in the next week. There will be a kick-off meeting and ATSIP will receive an invitation.

Other agencies

6. Committee Reports
Constitutions (Ralph Zimmer and Jim Davis)
Ralph and Jim exchanged correspondence regarding changes to the Constitution. Ralph said that they will submit them ready to be sent out for voting. There was one already approved by the board (for changes in the membership year). And a second one about the Treasurer neither losing or gaining a vote on the Executive Board by virtue of becoming the Treasurer. Another thing to address is where Assets would go if the organization were to dissolve. Jim said that the Constitution and the Articles of Incorporation appear to conflict on the dissolution articles and it would be best in this case to change the Constitution.

Ralph asked if the Executive Board has voted on the changes related to the Treasurer’s Voting rights and the articles of dissolution.

MOTION
Bob Scopatz moved that the Board approve the Constitution Committee draft changes to the constitution for the approval of the membership related to the Treasurer’s voting rights and the articles of dissolution.
Cory Hutchinson seconded.
Motion passed.

Professional Certification Committee (David Bozak)
Dave Bozak presented an update on the Professional Certification Committee. Dave asked if he could get a copy of the last set of questions that were developed. Jim Davis commented that at the January meeting there was a non-test/resume-based certification in the GIS area and he asked if we could do that sort of thing in ATSIP. Dave responded that we have that and other options “on the table”.

Best Practices (Tim Kerns)
Tim Kerns said that there are two submissions to date and is hoping for more.

ATSIP Strategic Planning (Larry Cook, ???)
No report. Hadi is looking for a volunteer to lead this effort.

National Agenda (Need Chair)(Needs to Make a Motion)
Hadi Shirazi and Dave Bozak reminded us that we need to keep this as a separate effort from the Strategic Planning Effort.

Luke Johnson said that NHTSA is very interested in developing this.
MOTION
Bob Scopatz moved that we establish a Committee to Update the National Agenda.
Kathleen Haney seconded
Motion passed

Kathleen Haney said that we should get involved in this, but do we have someone who is
going to take this on and give it the attention it needs.

Dave Bozak agreed to serve as the interim Chair of this Committee.

Membership/Outreach (Bob Rasmussen)
No report

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

Policy/Positions & Resolutions (Kathleen Haney)
Kathleen Haney said that she will be providing information for the website.

7. 2012-2013 Nominating Committee (Bob Rasmussen)
No report

8. Web Site Progress (Dick Paddock, Angie Schmit)
Angie Schmit reported that the new ATSIP website is live. ATSIP.org is ready for
review. Please provide feedback to Angie. The members only section is up as well. The
login id is your email address. Passwords have not changed and there’s a password
reminder function you can use.

They have built a prototype forum registration system. It is working well. They will test it
out with the folks who are working with the registration process for this year
(Mississippi’s system) and previous years (e.g., Louisiana) and get some feedback.

9. 2012 Forum Update (Marty Pollock)
Marty Pollock reported that the Forum program is moving along well. We got the
official letter of acceptance from Mark Hallenbeck regarding the keynote speaker.
Looking at a group outing for Monday afternoon. There are some printing issues we’re
working on. There’s one best practice submission. All of the slots filled except for two
Professional Development 1.5 hour time slots on Sunday. There’s one 1-hour slot open
on Monday and 4 1.5 hour slots left open.

Dave Bozak asked if we know if Ron Sennet is planning to come to Forum this year.
Marty said that he’s tried to reach out and hasn’t had any luck yet. Dave said he would
help try to reach Ron.

Hadi will send Marty information on the IHSDM workshop that is being proposed.

10. 2012 Vendor Update (Kristy Price)
No report
11. 2012 Mississippi Department of Transportation
   No report

12. 2013 Forum, Ken Carpenter
   No report

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

   Ward Vanlaar said that he had a meeting with Edmonton in April regarding the mini-
   forum in conjunction with the Edmonton International Conference on Urban
   Transportation Safety. It will be in April 2013—final dates to be determined. We have
   two proposals before us now: one is to provide one of two Thursday tracks. The other
   alternative is to hold one on Thursday and the other track on Friday. The preference
   appears to be delivering both tracks on Thursday. The suggested theme is “Data
   Integration” and Ward has told them that ATSIP could contribute to that. Logistics and
   finances are going to be handled by the City of Edmonton. They will handle all site
   liability and contracting, food, etc. We will not have to work with any vendors. They
   would like ATSIP to provide speakers to fill the agenda for that track, and see if we can
   provide any sponsors. With respect to speakers, Edmonton said that they have a speaker
   or two and there are others from IBM and the University of Alberta. It’s not clear yet
   how many speakers will be needed from ATSIP, but we are thinking about a dozen
   speakers for the day (including those from the city and its contacts). If there is more
   interest than that from ATSIP members in wanting to be speakers, they can adjust.
   There’s some thinking about establishing a Scholarship Fund with any profits left over
   after the expenses of the conference are paid. There will be an organizing committee
   composed of ATSIP (Ward Vanlaar and Bob Scopatz) plus people from Edmonton and
   the University. That group will start meeting regularly in August.

   Hadi asked if there would be room for a variety of presentations under the theme of Data
   Integration. Ward said that there is room for multiple disciplines, engineering, behavioral
   sciences, etc. Hadi suggested that Ward ask the folks from Edmonton provide us a one-
   page description in time for the Forum in October so we can get the word out and start
   lining up speakers and attendees. Ward agreed to have that available. He also asked if
   there is are people we can suggest as speakers to please let him know. Hadi suggested
   that Geni Behar would be a good speaker related to the Highway Safety Manual.

   Bob Scopatz suggested that we consider having a booth in the vendor area and, at the
   very least, bringing ATSIP membership information along for distribution.

14. New Business

   Angie Schmit said that there was an issue raised about professional liability coverage.
   He asked the TSASS accountant who sent information on regarding an insurance agency
   that could provide this type of coverage. Bob Scopatz will try to have information from
   two sources for our next meeting.

   Dave Bozak said that he provided several names to Bob Rasmussen for the nomination
   committee.
15. Future Executive Committee Meetings – Teleconferencing on Wednesday July 18th; 1PM Central time

16. Adjourn

   MOTION:
   Marty Pollock moved to adjourn
   Ward Vanlaar seconded
   Motion carried

Submitted as Draft for Review on 6/20/2012 by Robert A. Scopatz, Secretary
Submitted as Draft for Approval on 7/13/2012 by Robert A. Scopatz, Secretary
Approved by the Executive Board on 8/15/2012