ATSIP Executive Board Meeting
Meeting Minutes
February 20, 2013
Conference Call

Attendance:

1. Marty Pollock, President
2. Hadi Shirazi, Past President
3. Bob Scopatz, Secretary
4. Nils King, 1st Vice President
5. Cynthia Burch, 2nd Vice President
6. Kathleen Haney, Minnesota
7. David Harkey, North Carolina
8. Cory Hutchinson, Louisiana
9. Tim Kerns, Maryland
10. Angie Schmit Langanke, TSASS
11. Allen Parrish, Alabama
12. Joanna Reed, NISR by proxy to Marty Pollock
13. Ward Vanlaar, TIRF

Non-Voting
14. Bob Rasmussen, Treasurer
15. Ralph Zimmer, Co-Parliamentarian
16. Luke Johnson, NHTSA
17. Kara Mueller, TSASS
18. Jim Davis, Co-Parliamentarian

1. Call to Order
   Marty Pollock called the meeting to order at 1:13 PM EST

2. Approval of Meeting Minutes of the January 12 Executive Board Meeting
   MOTION:
   Cynthia Burch moved to approve the minutes of the January 12th Executive Board Meeting
Approval of the February 8th Executive Board meeting minutes regarding the response to MS2K+ RFP.

**MOTION:**
Hadi Shirazi moved to accept the minutes as edited
Bob Scopatz seconded
Motion Approved

3. First Vice President's Report

Nils King said that he has been reviewing the contract information from Helms-Briscoe for the 2015 Forum. He said that there's a requirement to provide a program to the hotel 120 days prior to the event. He asked if that was typical or if we should change that to 90 days. Marty Pollock checked the contract with the St. Louis venue for 2014 to see if that provision was there.

Nils said that was the only issue he had questions on in the report from Helms-Briscoe so far.

Bob Rasmussen said that there's a requirement for an advance payment of $18,000 one year in advance. We have never had to do that in the past. The St. Louis contract asked for a one-month advance payment. Marty will follow up with Dan Crane at Helms-Briscoe.

4. Treasurer's Report

Bob Rasmussen presented the January financial report. It is appended to the member's version of these minutes. We are still awaiting a check from the State of Mississippi based on revenue from the 2012 Forum.

5. Liaison Reports

- NHTSA: Luke Johnson reported that NHTSA is still struggling to resolve issues with 405c with NHTSA’s legal department. They hope to get clarification tonight to enable them to get clarification and guidance out to the NTHSA Regional Offices and the States.
They are looking forward to kicking off another assessment in the early summer. It may be Texas or Minnesota but the decision has not been made yet. The Indiana pilot appears to have gone well and the assessors also seem to be pleased. They are looking at changes.

Terry Shelton will make the presentation (along with Sean McLaurin) at an upcoming GHSA meeting describing the new Assessment process. They feel that the new process is working well and hope that the state will be pleased with the product they receive.

Marty asked about the schedule for new assessments and the need for assessors. Luke said that there are already requests coming in for GoTeams and we also have a need for assessment teams with start-dates every other week beginning in June, so we need teams before that.

- FMCSA: No report
- FHWA: No report

6. Committee Reports

a. Constitution: There are no issues to deal with at present.

b. Professional Certification:
   Marty Pollock reported that we have a plan in place to do outreach with organizations to identify interested people to serve as SMEs on the assessments and Go Teams. We hope to host (with TSASS) a webinar on the process for new assessors some time in March. We aim to have people in place by the June start of the next states' assessments.

c. Best Practices:
   Tim Kerns said that there is no report at this time. Announcements will go out June 15. Cory Hutchinson said they should have some information for the next Executive Board meeting. Bob Scopatz

d. ATSIP Strategic Planning: No report at this time.

e. National Agenda: No report at this time.
f. Membership/Outreach: Hadi Shirazi reported that he and Bob Rasmussen will be rewriting the outline on what this committee will do in order to be certain that the outreach activities happen under the Past President while membership functions will go through Bob Rasmussen.

Bob Rasmussen reported that there were no new members for this month.

g. Data Quality & Improvement: No report at this time.

h. Policy/Positions & Resolutions:

7. MS2K+
Marty Pollock reported that we sent the ATSIP proposal to MS2K+ on 2/12/2013. Bart Ecker said that they had received it and will be in contact with us in “a few days”. They haven’t contacted us yet, but we anticipate that contact at any time.

8. Nominating Committee
Hadi Shirazi reported that he and Cory Hutchinson are working with the local road association and traffic record coordinating committee. They are trying to get more local roads involvement as members and on the Executive Board. There is a teleconference in early March (1:30 EST March 2nd).

Cory will call Luke Johnson to get a contact list from the traffic records coordinating committees from around the country. Luke said that NHTSA may not have easy access but they believe they could get it out of TRIPRS. Kara Mueller said that they have the Traffic Records Coordinator’s names for each state, but not necessarily the TRCC chair/coordinator. They hope to set up a way to reach out to the TRCC Coordinators. Bob Scopatz suggested that they also look into the possibility of making a presentation by phone at an upcoming TRCC meeting. Hadi Shirazi said that they would at least get information and materials to the TRCC coordinators that they can then share with the TRCC members in their state.

9. Web Site Progress
Kara Mueller reported that there have been some changes to the Forum site based on Cindy Burch’s requests. The membership site is up to date and Bob Rasmussen has gone through training on how to perform updates. There are some database changes on last attendance and membership. There is one
10. 2013 Traffic Records Forum: 2nd Vice President’s Report
Cynthia Burch reported that they hope to have all the website functionality to support forum presentation/session proposals in April.

Cindy asked for the Board to vote on the increase in Forum Registration by $10. The current registration fee is $410 non-members/$360 members. We would raise that to $420 non-members/$370 members

**MOTION:**

Bob Scopatz moved to raise the Forum registration fee to $420 for non-members and $370 for members
Ward Vanlaar seconded
Motion Approved

11. New Business

**Hiring process:**
Marty Pollock said that we had started some discussions about the need for a hiring process for ATSIP to figure out how we deal with the need for people to work on this process in the immediate term. Bob Scopatz reported that we had had some discussions about the concern for having our financial eggs in one basket: a federal contract is subject to stop work orders and need to be ceased immediate.

Marty said that he and Bob Scopatz would put together a document to put the issues down on paper and then call a meeting of the board to address the hiring decisions. This will be ready in the next few days

**Special session in Edmonton:**
There is a conference call coming up on Monday. Edmonton has offered funding to ATSIP to help to defray travel costs for Bob Scopatz and Ward Vanlaar. This can be used to supplement the $3000 that ATSIP has set aside for this. Marty Pollock is on the conference agenda. We don’t have early registration information to share yet as it was too soon on our last conference call, but we will have a better idea on Monday after the next call. Ward and Angie Langanke discussed ways to change the marketing of the special session on the ATSIP website.
12. Next Conference Call—March 20, 2013 1:00 PM Central time via conference call

13. Adjourn

MOTION:
Hadi Shirazi moved to adjourn
Angie Langanke seconded
Motion Carried

Submitted as Draft for Review on 2/20/2013 by Robert A. Scopatz, Secretary
Revised with comments received as of 2/21/2013 by Robert A. Scopatz, Secretary