Attendance:
Marty Pollock, President
Hadi Shirazi, Past President
Bob Scopatz, Secretary
Nils King, 1st Vice President, by proxy to Angie Langanke
Cynthia Burch, 2nd Vice President
John Carrico, Kentucky
Cory Hutchinson, by proxy to Hadi Shirazi
Tim Kerns, Maryland
Angie Schmit Langanke, TSASS
Allen Parrish, Alabama by proxy to Bob Scopatz
Joanna Reed, NISR
Ward Vanlaar, TIRF

Non-Voting
Bob Rasmussen, Treasurer
Ralph Zimmer, Co-Parliamentarian
Luke Johnson, NHTSA
Kara Mueller, TSASS
Bernardo Kleiner, TRB Staff
Dave Bozak, InfoGroup
Chris Madill, Washington State

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

2. Minutes Approval of Minutes from February 20, 2013 Executive Board Meeting
   Angie Langanke said that the best practices notices would go out in Mid April and be due in June.
   
   MOTION
   Hadi Shirazi moved to accept the minutes of the February 20, 2013 Executive Board Meeting as amended.
   Angie Schmit Langanke seconded.
   MOTION Accepted

3. 1st Vice President's Report
   Nils King was not present at the meeting. Marty Pollock said that he and Nils are working on the contract with the hotel in Costa Mesa for the 2015 Traffic Records Forum.
4. Treasurer Report
Bob Rasmussen reported that Mississippi has sent the check to close out the
accounts for the 2012 Forum. Last month $450 in dues were received. We had
no income for the Forum in February. The check from Mississippi includes some
dues income as well and that will be moved over. We have a few expenses
coming up for TSASS, travel to the 2013 Forum site next week, and some for
travel to Edmonton. The final accounting for the 2012 Forum will be presented
next month. The full Treasurers report is appended to the members version of
these minutes.

5. Liaison Reports
FMSCA:

FHWA:

NHTSA: Luke Johnson said that states are working on their Section 405 applications.
There is movement on the Pennsylvania Go Team and the kick-off will happen shortly.
This is a team to work on scoping and drafting of a document focusing on potential
integration projects.

TRB: Bernardo Kleiner said that he is replacing Rick Pain as the Traffic Safety Specialist
and will be our liaison. It’s his first call and he looks forward to working with us.

Others:

6. Committee Reports:
a) Constitution __________________ (Ralph Zimmer and Jim Davis):
Ralph Zimmer said that there are no issues pending at the moment. He said that
he and Jim Davis are paying attention to ongoing activities and issues that come
up so they can advise us on the Constitutional implications, if any.

b) Professional Certification Committee __________________ (Dave Bozak / Marty Pollock- SMS Plan)
Dave Bozak said that he has been working on a 405 application. Marty said that
MS2K+ has not sent the contract to sign yet so there is no movement toward
holding the webinar for prospective assessors.

c) Best Practices ______________________ (Tim Kerns)
Tim Kerns said that their plans are on schedule.

d) ATSIP Strategic Planning _______________ (Chris Madill)
Chris Madill said that going through a comprehensive strategic planning process
using a remote interaction process is a challenge. To help us, he has put
together a set of educational slides and is working on a survey to go out to three
groups: The Executive Board, Members, and Partners. He plans to do this in a
manner similar to the Communications Assessment he conducted for ATSIP in
the past. He would then like to set aside time for the Executive Board to review
(in person) the findings and hammer out a strategic direction for the organization.
He envisions coming up with a vision, mission, goals and strategic initiatives.
Dave Bozak said that he is interested in providing help and input. There is also wording in the existing strategic plan that links to the National Agenda. Bob Scopatz said that the Executive Board will have to be integrally involved in the process including doing whatever work is required to prepare in advance for our in-person meeting. Chris added that we need to set aside about a half day to do the meeting. Dave Bozak added that we could also do the in-person meeting at TRB if there is not enough time to prepare before the Forum in October. Joanna Reed offered her assistance on the effort as well.

e) National Agenda (Dave Bozak)

Dave Bozak thanked the TSASS folks for putting the link to the current National Agenda and a description of the work group out on the ATSIP website. He pointed out that a lot has happened since 1996 when the original National Agenda was published. We still use the goals that are referenced in that document but they could be reviewed and updated.

f) Membership/Outreach (Hadi Shirazi / Bob Rasmussen)

Bob Rasmussen said that we have no new applications this month. Thanks to TSASS’ efforts we have the option to send out dues notices. This should help us on an ongoing basis to reach out to members as their membership year comes to an end.

g) Data Quality & Improvement (Bob Scopatz)

No report at this point.

h) Policy/Positions & Resolutions (Kathleen Haney)

No report.

7. MS2K+ – Dan Magri or designee

Marty Pollock said that MS2K+ has had our proposal since last month. Dan Magri and Bart Eckers have had two conversations. We were told that the contract is almost. Bob Scopatz mentioned that there was some discussion of the payments and timeliness of them. There will be about 90 days delay after an assessor invoices ATSIP. The group discussed potential ways that we might be able to pay Assessors sooner.

8. 2013-2014 Nominating Committee (Hadi Shirazi)

Hadi Shirazi said that he received the list of TRCC coordinators from Luke and NHTSA. He and Cory Hutchinson are going to conduct outreach with those individuals and use the opportunity to identify both new members and new board members. Hadi is also working with local agencies involved with the Highway Safety Manual as part of a national effort headed by Geni Behar. He hopes that would be another way to identify new members and potential board members.

Hadi and Cory are also hoping to organize a peer exchange of TRCC coordinators.
9. Web Site Progress (Dick Paddock, Angie Langanke, Kara Mueller)
Kara Mueller reported that TSASS has been making changes to the website pages as they come in. They have also set up Google Analytics for both the ATSIP and Forum websites. Angie used Mail Chimp to send out information on the Edmonton Conference. There is going to be a conference call on April 3rd to go over the registration site for the 2013 Forum.

Angie added that she needs pictures and bios from two board members and a picture from one board member. She is looking for past meeting minutes.

Joanna Reed said that the Data Quality Committee page is missing from the committees’ page. Bob Scopatz said he will provide a description of the committee’s activities to Angie.

10. 2nd Vice President’s Report, 2013 Forum (Cynthia Burch)
Cindy reported that we have both the keynote and the luncheon speakers. The head of MNDOT will be the keynote and a speaker from the National Association of State EMS will be the luncheon speaker. Bob Rasmussen and Cindy will be at the hotel next Wednesday. Nils has been working with the vendors. The website is ready for people to submit presentation ideas and the call will go out soon. We are also going to contact the tourism bureau. We have some entertainment options that could be added to a blast email.

11. Special Session in Edmonton (Ward Vanlaar)
Ward Vanlaar reported that the program has been finalized. There are two tracks with eight presentations each. Only one presentation is not yet confirmed but the other 15 are done. There are three plenary speakers. 40 people have registered in addition to the speakers. This is in conjunction with the full conference that already has 150 people registered. Thanks also to TSASS for the email blast that they sent out to encourage registration. There are some other efforts to boost registration.

12. New Business
ANSI D16.1
Marty said that John MacDonald called about the ANSI D16.1 process. Joanna Reed said that Ken Hackman apologized for not being able to be on the call today. He is working now to update the committee membership. He will poll the members from the last update and then fill in new members. The committee will be 25 people, active in Traffic Records, and drawn from a broad group. Ken will work directly with ANSI. Ken asked if there are any new standardization efforts in other areas that touch on crash reporting. NISR will handle logistics. It will all proceed through email and conference call contacts. The results will be circulated with a deadline for comments. There will be no need for face-to-face meetings. Ken has said that he hopes this will be a much smaller effort this time. They would like us to bring forward any issues that aren’t already included sufficiently (ped, bike, etc.). Ken will need to first talk to ANSI to see if they also have any changes that would affect the contents. The timeline depends on the number of suggestions that are received. They would like to finish this by the end of the year. They asked us to contact Ken at:
ken@nisrinc.com or 910-603-6182.
After this update, this will become the 8th Edition. After that, we will hope to be on an annual update cycle. Ken has already accepted a request from a member in private industry. Just let Ken know if you need a letter.

Dave Bozak said that he received an inquiry from the head of the ANSI D20 work for AAMVA. Marty said he would do some outreach with IACP, and Dave Bozak suggested that there were many law enforcement participants in the recent update to the MMUCC guideline (4th Edition).

**ATSIP Hiring Process for positions (Bob S. & Marty P)**

Marty Pollack said that ATSIP’s hiring process goes hand-in-hand with the MS2K+ contract issues. We have put together a brief guideline for the process and the three positions related to the MS2K+ subcontract. The document is in its first draft and still undergoing review. There’s a corresponding application process that’s in draft as well. Marty asked if a few of us could stay after the call to help iron out a few issues.

13. Next Conference Call – April 17, 2013 @ 1PM Central

14. Adjourn
   
   MOTION
   John Carrico moved to adjourn
   Bob Scopatz seconded
   MOTION APPROVED

Submitted for review 03/20/2013 by Robert A. Scopatz, Secretary
Approved by a vote of the Executive Board on 4/17/2013