ATSIP Executive Board Meeting Minutes
June 19, 2013
Teleconference

Attendance:

Marty Pollock, President
Hadi Shirazi, Past President
Bob Scopatz, Secretary
Cynthia Burch, 2\textsuperscript{nd} Vice President
Kathleen Haney, Minnesota
David Harkey, HSRC North Carolina
Cory Hutchinson, Louisiana
Tim Kerns, Maryland
Nils King, APPRISS
Angie Schmit Langanke, TSASS
Allen Parrish, Alabama
Ward Vanlaar, by proxy to Bob Scopatz

Non-Voting

Bob Rasmussen, Treasurer
Jim Davis, Co-Parliamentarian
Ralph Zimmer, Co-Parliamentarian
Kara Mueller, TSASS
Karen Scott, NHTSA
Luke Johnson, NHTSA
Chris Madill, Washington State
1. Call to Order, Attendance/Quorum, Introduction
   Bob Scopatz announced a quorum at 1:03 PM Central Time
   Marty Pollock called the meeting to order at 1:03 PM

2. Approval of Minutes from May 15, 2013 Executive Board Meeting
   Cindy Burch pointed to one change on the minutes.

   MOTION:
   Cindy Burch moved to approve the minutes of the May 15, 2013 Executive Board Meeting
   Hadi Shirazi Seconded
   Motion Approved

3. 1st Vice President’s Report
   Nils King reported that the Forum has 6 vendors signed up so far. We are waiting to hear from our Federal Partners. We continue to solicit ImageTrend and 3M in the local area.

4. Treasurer Report
   The treasurer’s report is attached to the Member’s copy of these minutes. Bob Rasmussen reported that ATSIP’s operating side brought in $800 in new dues minus a small amount for PayPal. We also had to pay the standard fee for non-profit reporting.

   On the TR Forum side, we have received $10,000 from our Platinum Sponsor (APPRISS). We had payments for travel to the Edmonton conference as well as to TSASS for IT support.

   Still outstanding are one more travel payment for the Edmonton Conference and another payment to TSASS. There will also be new vendor fee contributions.

5. Liaison Reports

   NHTSA:
   Karen Scott reported that the team is busy with the upcoming assessments. They have received more GoTeam assistance for Strategic Planning, TRIPRS training, and two more already going (data integration, TRCC). They have already completed the Regional office TRIPRS training. They are thinking of doing some STRAP training as well.

   Karen asked if we needed any more information from NHTSA on the ATSIP/ MS2K+ interactions.

   Luke Johnson said that he had no more to add. Marty said that he will try to put together a call to discuss the letter on the ATSIP/ MS2K+ interactions.

   GHSA:
   Bob Scopatz said that Barbara Harsha is retiring. We haven’t received any information on successor. Nils King said that GHSA is going to engage in a National search to find a replacement. David Harkey said that Jonathan Atkins will be serving as GHSA Executive
Director in an interim capacity.

FMCSA:
According to a CVSA email, Betsy Benkowski is leaving her position in FMCSA, but it doesn’t say anything else. Luke Johnson said he would find out more for us.

6. Committee Reports:

a) Constitution (Ralph Zimmer and Jim Davis):
Jim Davis said that there are no additional changes pending at present. Jim said that there is a list of things we should still look to change in the Articles of Incorporation. The ATSIP Constitution is fully up to date and requires no changes. Jim will email Bob Scopatz a list of things that may need to be done and help decide if we need a local lawyer.

b) Professional Certification Committee (Dave Bozak)
Dave Bozak was unable to participate in today’s conference call; however, he reiterated that the committee description is posted on the ATSIP website; and that the committee is deferring to the upcoming ATSIP/MS2K+ agreement; which according to last month’s report by Bob Scopatz – will involve a process of identifying Subject Matter Experts via a resume/application process; coupled with a panel review.

c) Best Practices (Tim Kerns)
There is one web page submission to date, and is expecting several more submissions in the future.

d) ATSIP Strategic Planning (Chris Madill)
Chris Madill reported that he has developed a list of questions for the Strategic Planning survey to send out. He plans a facilitated session at the Forum. Joanna Reed has offered to vet the questions before they go out.

e) National Agenda (Dave Bozak)
Dave Bozak submitted the following report via email:
Dave Bozak reported that he recently had a very good meeting with Kelly Hardy at AASHTO. After discussions on the National Agenda with both AASHTO and TRB, Dave felt that there was a need to:

a. Assess stakeholders knowledge of the National Agenda, its impact, what has changed, whether it is still applicable in its present form, etc.,
b. From the assessment, determine how big of an effort would be required to update the Agenda, and
c. Depending on the proposed effort, whether ATSIP would want to pursue a new Agenda at this time.
Dave is open for additional suggestions to the initial assessment referred to above. Also, if anyone thinks a different approach is warranted for pursuing an update to the National Agenda, please share that as well.

Suggested questions for an Assessment of the National Agenda; which should at least go out to the identified dues paying members of ATSIP:

- Are stakeholders aware of the National Agenda for the improvement of highway safety information systems?
- Are stakeholders aware that it has been used in the past as a basis for “best practices” applications?
- Are stakeholders aware of any other examples of impact to safety data improvements, attributed to the National Agenda?
- What has changed from the 1996 Agenda, still in use today?
- Are the six goals still applicable?
- Are modifications to the existing goals needed?
- Are new goals needed?
- Other suggested changes, etc.

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

Bob Rasmussen said that most of us have seen the paper application form. It was mailed to people who expressed an interest. Now that we have a website, we had set up a two-step process where we would email people who came to the site and expressed an interest. Bob said that he asked TSASS if there was a way to have people provide more of the information online. They have agreed to a format and this should also make it easier to send applications to the Board.

In this period, there are two new applicants wanting to become members. They are: Matthew Matta: Alaska CMV enforcement.

Sgt. Christopher Corea; Maryland State Police.

MOTION:

Angie Langanke moved to accept both Matthew Matta and Christopher Corea as members

Kathleen Haney Seconded

Motion Approved

g) Data Quality & Improvement (Bob Scopatz)

Bob Scopatz said that there was nothing to report for the overall committee but that Ken Hackman sent the following for the ANSI D-16.1 effort:
SUBCOMMITTEE (1) ANSI. D-16.1

Nothing new to report. Ken is still trying to determine how many of the last committee members are interested in participating again. He is also trying to get an update on voting procedures from ANSI. Ken said he is open to any suggestions that ATSIP has for new members.

h) Policy/Positions & Resolutions (Kathleen Haney)

Kathleen Haney said that she has nothing new at this time.

7. MS2K+ – Dan Magri or designee

Marty Pollock reported that there have been some changes that look positive in terms of getting under contract for this effort.

8. 2013-2014 Nominating Committee (Hadi Shirazi)

Hadi Shirazi said that he has a list of people to make up a slate of candidates. Bob Rasmussen said the official slate has to go out to all voting members of ATSIP by June 28, 2013. Hadi said that he will meet that deadline. The list is ready to go out now. Kathleen Haney asked for clarification on the term and if she is staying on.

9. Web Site Progress (Dick Paddock, Angie Langanke, Kara Mueller)

Kara Mueller said that website updating work has been going on. Angie Langanke said that the Forum website is being updated with applications, presentation submissions, and keynote speaker information. The next email blast is being developed now. Have also updated that Forum cancellation policy and Forum pricing.

The old websites have not been available since the move to Microsoft products. TSASS is making progress in making those available.

At ATSIP.org, we have updated the information post-Edmonton. The newsletter has been posted and there have been changes to the Forum Program and Best Practices submissions information.

10. 2nd Vice President’s Report, 2013 Forum (Cynthia Burch)

Cynthia Burch reported that the website support is excellent. The registration is still slated to go live in July. She is working up ball park budgets. The AV person from the hotel is in contact with her and Nils. All of the other issues have been worked through for items such as room reservations. Kathleen Haney is helping out with local support such as honor guards.

We would like to discuss purchase of laptops and a printer so that we can avoid those costs going through the hotel’s vendors. Our Federal partners have said that this cost is allowable under the grants. They believe that they could get five-to-six laptops and a printer for about $3000. Angie Langanke said that the cost of shipping a printer is probably not worth it. Bob Scopatz suggested that it would be a net savings to buy a
printer and donate it to the host state at the end of the meeting. Nils King suggested it could be a door prize. Kathleen Haney said she would check to see if there was a printer in the office that they could loan us.

Jim Davis said that we have done this in the past with projectors and it saved ATSIP a lot of money over the course of several year’s use.

Cindy sent the Board a description of the proposed laptops. It is attached at the end of these minutes.

Kara Mueller said that there have been 10 paper submissions to date.

11. New Business –
   No new business.

12. Next Conference Call – July 17, 2013 @ 1PM Central

13. Adjourn
   MOTION:
   Cindy Burch moved to adjourn
   Hadi Shirazi seconded
   Motion Approved

   Marty Pollock adjourned the meeting at 2:07 PM Central time.
### Best Buy and UM 6/14/13

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**Grand Total**: $1,788.14

- **Toshiba - Satellite 15.6" Laptop - 4GB Memory - 500GB Hard Drive - Satin Black**
- **HP - Deskjet 3520 Wireless All-In-One Printer**