ATSIP Executive Board Meeting Minutes
July 17, 2013
Teleconference

Attendance:

Marty Pollock, President
Hadi Shirazi, Past President
Bob Scopatz, Secretary
Cynthia Burch, 2nd Vice President
John Carrico, Kentucky, by proxy to Nils King
Kathleen Haney, Minnesota, by proxy to Marty Pollock
David Harkey, HSRC North Carolina
Cory Hutchinson, Louisiana
Tim Kerns, Maryland
Nils King, APPRISS
Angie Schmit Langanke, TSASS, by proxy to Nils King
Allen Parrish, by proxy to Bob Scopatz
Joanna Reed, NISR
Ward Vanlaar, by proxy to Bob Scopatz

Non-Voting
Bob Rasmussen, Treasurer
Jim Davis, Co-Parliamentarian
Dave Bozak
Kara Mueller, TSASS
Bob Pollack, FHWA
ATSIP Executive Board Meeting Minutes  
July 17, 2013  
Page 2

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

2. Approval of Minutes from June 19, 2013 Executive Board Meeting
   
   MOTION:
   Cynthia Burch moved to approve the minutes of the June 19, 2013 Executive Board Meeting  
   David Harkey seconded  
   Motion Approved

3. 1st Vice President’s Report
   Nils King reported that we are moving forward with reaching out to vendors to sponsor and have booths at the Traffic Records Forum. We have up to 6 to 8 vendors signed on at this point. We should know about Federal agency booths by this Friday. Another mailing to past vendors will go out this Friday. We would like to get as many as 20 vendors.

   Kara Mueller asked Nils to send any vendor logos that need to be posted to the website. Nils will email these to Kara.

4. Treasurer Report
   The treasurer’s report is attached to the Member’s copy of these minutes. Bob Rasmussen reported that June and July are typical low periods for ATSIP. We added two members and one fellow paid dues this month. On the Forum side, we picked up a vendor that paid for their booth and two more attendees. A payment went to TSASS. We have one check that has not been cashed yet and there’s a monthly Mail Chimp fee. We have also changed our PayPal account to allow us to take credit card payments—there is a small monthly fee for that.

   Dave Bozak asked if the website shows a member if they have paid their dues. Bob Rasmussen said that members should be able to go into their own account and look it up, but Bob will also look it up for Dave.

5. Liaison Reports
   
   FHWA:
   Bob Pollack reported that FHWA is conducting a second safety performance functions workshop in Baton Rouge. Ezra Hauer is the leader. They are trying to put together their program for the upcoming Forum.
6. Committee Reports:

a) Constitution (Ralph Zimmer and Jim Davis):
Jim Davis reported that there are no active items at present. He sent the
notes on changes to the Articles of Incorporation. There has been no activity
on that yet.

b) Professional Certification Committee (Dave Bozak)
Dave Bozak reported that the committee is still waiting to hear about the
agreement on Assessment support and the relation to certification.

c) Best Practices (Tim Kerns)
Tim Kerns reported that he has received seven submissions across all the
categories. Comparing those that came to Tim directly to those that came
through the check-box option on the submissions website it looks like there
may actually be a dozen applications.

Cory Hutchinson asked to be part of the review process this year so he can
shadow in anticipation of becoming the chair of this committee next year.

d) ATSIP Strategic Planning (Chris Madill)
Dave Bozak said that Chris plans to submit his questions to the Board in
August.

e) National Agenda (Dave Bozak)
Dave Bozak said that he has been in contact with Chris Madill to gauge the
interest in adding the National Agenda as a topic in the Strategic Plan
questionnaire. There is a list of questions in the June 19, 2013 Executive
Board Meeting.

Dave also said that he hoped to share a small amount of the strategic
planning session to discuss the National Agenda; provide some background,
then lead a short discussion based on survey responses regarding the
National Agenda. Cindy Burch will contact Chris to finalize plans for the
session.
f) **Membership/Outreach** (Bob Rasmussen) (Hadi Shirazi)

Bob Rasmussen reported that there have been no new applications this month.

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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:

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SUBCOMMITTEE (1) ANSI. D-16.1
Ken called Bob Scopatz this morning and reported that the membership selection is ongoing, with about half of the members selected. Bob suggested that ATSIP pay for travel, hotel, and forum registration for one person from NISR to present to us on ANSI-D16.1.

The schedule at present is to have materials go out in September with balloting in December.
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h) **Policy/Positions & Resolutions** (Kathleen Haney)

No report.

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7. **MS2K+ – Dan Magri or designee**

Marty Pollock said that there is still some negotiation going on, however, it has not advanced very far since last month. There are talks going on with NHTSA.

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8. **2013-2014 Nominating Committee** (Hadi Shirazi)

Hadi Shirazi reported that the slate of individuals officially nominated for 2013/2014 leadership positions on the ATSIP Executive Board was distributed to the voting members last month. Any petitions to add other individuals to the list are due by September 3. Sometime after that date, ballots will be made available to all voting members.

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

Kara Mueller reported on the list of items that have changed:

ATSIP.org—changes to due dates, links have changed to https links, meeting minutes are up to date, past forum information is available, but there are gaps for some of the years that NSC was in charge. Currently working on how affiliate memberships are handled in the system.

TR Forum- an email blast went out on July 16th to extend the date, pointing to the
registration system, vendor contacts, and room booking. There are 50 submissions to date, 8 with check off for best practices.

Marty sent out the new administrative rules for the membership system. Marty said that the rules are based on trying to automate processes on the site. They are:

- **Payment Limitation:** Establish single year payments only.

- **Pay on Time:** Expiration date is one year out from paid date.

- **Pay Early:** If someone pays early, their expiration date should be set 1 year out from their original expiration date so as not to short them membership time. *Please note that early payments will have to be processed manually by Bob.*

- **Pay after Expiration:** Expiration date will still be a year out from the payment date.

- **Grace Period:** Expiration Date + 60 Days. (Time between someone’s membership expiration and up to 2 months.) During this time, their membership login will remain active. After this time, their login will be disabled.

- **Expired** = 14 months after paid date = expired OR 3 months after invoice date = expired (this allows for 1 year of membership and 2 month grace period.)

- **Member Year:** Member year should be set to equal the expiration year when creating a new record. The member year field is used for tracking members in the system.

There was no opposition to the changes. Marty announced that we will move forward with the changes.

Forum registration is moving forward. Once it is all set up, it will accept credit cards except for international credit cards. The normal PayPay account allows international members to pay with an international credit card, just not the online registration payment system. Bob Rasmussen said that we need to put a notice on the Forum registration website to alert people to the limitations. The credit card companies require payment websites to have notices like that on the site. Kara made a note of that and will make sure that the notifications are implemented as required.
10.2nd Vice President’s Report, 2013 Forum (Cynthia Burch)
Cynthia Burch reported that we have 50 submissions already, and almost all of
the Federal agency submissions are in. They may have two more full sessions.
The Sunday workshops are being finalized. They are working on a “meet and
greet” on Monday evening after the last session. They are working out the A/V
budget. Kathleen Haney has notified us that the keynote speaker is leaving State
government and it’s up in the air whether or not we can keep him as our keynote.
Cindy is looking for helpers on Saturday to help stuff bags. The normal rate for
the hotel is extended to the prior weekend. Hadi Shirazi, Marty Pollock, Wanda
and Connie will also be early and can come and help. Cindy will send an email
to let people know where to go on Saturday.

Marty asked if we are going to have a booth at the Forum this year for ATSIP.
Cindy said that we have had discussions about it and would use it for soliciting
SMEs, presenting the National Agenda, promote membership, Traffic Records
Assessments, ANSI D-16.1, and others. Cindy also suggested that we staff the
booth at key times with people who have served in the new Assessment process
to be able to talk to interested parties.

Cindy also said that NHTSA is going to have a session about the need for SMEs
so we might be able to link to that.

11. New Business –
Cindy Burch presented a request for funding to purchase computer equipment for
ATSIP. In speaking with the hotel AV contractor, rental of a laptop is $200 per
unit per day. We need at least 5. Printer rental is $135 per day. That is over
$4500 for the duration of the Forum. Cindy has put together a proposal based on
online hardware and software

MOTION
Bob Scopatz moved that the Executive Board Approve up to $2500 for the
purchase of laptop computers (5), a printer, and associated software.
Nils King seconded
Motion Approved

Edmonton Forum:
Bob Scopatz reported that Gerry Shimko has asked for a solid dollar amount for
ATSIP’s likely contribution to the effort next year. Bob Rasmussen said that this
expense comes out of the Forum budget. We need to have some further
discussions with Edmonton. Bob said that he would ask Ward to serve in that
liaison role and get some things worked out. Bob will give Marty an update on
that as we go forward.
12. Next Conference Call – August 21, 2013 @ 1PM Central

13. Adjourn

   MOTION:
   Hadi Shirazi moved to adjourn
   Cynthia Burch seconded

Motion Approved

Marty Pollock adjourned the meeting at 2:14 PM Central time.

Submitted as Draft for Review by Robert A. Scopatz 7/17/2013
Saved as Draft for Approval reflecting changes through 7/22/2013
Approved as Final by the Executive Board on 8/21/2013