ATSIP Executive Board Meeting Minutes
October 27, 2013
St. Paul, Minnesota
Crowne Plaza Hotel

Attendance:

Lt. Marty Pollock, President
Hadi Shirazi, Past President
Bob Scopatz, Secretary
Nils King, 1st Vice President
Cynthia Burch, 2nd Vice President
Kathleen Haney, Minnesota
David Harkey, HSRC North Carolina
Cory Hutchinson, Louisiana
Angie Schmit Langanke, TSASS
Allen Parrish, Alabama, by proxy to Bob Scopatz
Joanna Reed, NISR by proxy to Marty Pollock
Ward Vanlaar, by proxy to Bob Scopatz

Non-Voting

Ralph Zimmer, Co-Parliamentarian
Jim Davis, Co-Parliamentarian
Luke Johnson, NHTSA
John Siegler, NHTSA
Bob Pollack, FHWA
Pete D’Orazio
1. Call to Order, Attendance/Quorum, Introduction
   Bob Scopatz announced a quorum at 9:09 AM.
   Marty Pollock called the meeting to order at 9:10 AM

2. Approval of Minutes from September 18, 2013 Executive Board Meeting
   
   MOTION:
   Kathleen Haney moved to approve the minutes of the September 18, 2013 Executive Board Meeting
   Cindy Burch seconded
   Motion Approved

3. 1st Vice President’s Report
   Nils King reported that we got some very good representation with 17 vendors plus an ATSIP booth this year. Unfortunately, we were not able to meet the guidelines to get 3M as a vendor this year, but they are definitely looking at participating in 2014. APPRISS has decided to sponsor again in 2014. Vendors are setting up this morning ready for a noon kickoff.

4. Treasurer Report
   The September Financial report is attached to the members’ copy of these minutes. Bob Rasmussen reported that for September, we have not taken in very many dues renewals—there are 10-15 awaiting updating in the system. We aren’t getting the amount in dues that we should. We need new members and keeping existing members renewing. We are trying to avoid spending from dues income.
   
   In the Forum account, we are doing well. The registrations and vendors income we have a positive balance but we are expecting some big bills. We are not going to take a loss, though. We don’t know yet whether we will break even or make a small profit.
   
   We need more members and more registrations for the Forum. We have too few regular attendees. Bob said that we seem to have relatively few people who aren’t either from a vendor or a presenter. Marty Pollock said that we should recognize that many states require that a person be at least a presenter or they can’t get approved to attend.
   
   Luke Johnson said that we should really examine whether or not the October date is hurting us. We also haven’t done the continuing education credits this year. Marty said that we didn’t get many takers last year (Angie Langanke said it was seven people last year). We talked last year about doing it online to make it less work than the manual method we have used in the past. Angie said that it is not big enough to require automation.
   
   Cory Hutchinson said that we got very little response from the outreach to the TRCC coordinators. We are keeping track of who the TRCC coordinators are so we can tell how many of them are in attendance.
   
   Luke said that they could look at incorporate FARS training, DDACTS training and other options for Sunday workshops that would qualify for continuing education credit.
   
   Angie said that in looking at State strategic plans there weren’t very many that included a line item for travel to the Forum. Cindy said that Maryland offered “scholarships” for people to be
able to travel and attend. David Harkey said that North Carolina added it to their strategic plan.

Cory Hutchinson asked if there was a way to identify best practices through other mechanisms than only having it be through our ATSIP awards processes? Can we identify best practices through NHTSA, FHWA, and FMCSA, perhaps, and invite the principals from those programs/projects to make a presentation at the Forum?

Luke Johnson said that the USDOT TRCC is going to sponsor a study of State best practices, but that is a one-time effort. That could serve as a source of information and support the kinds of interaction and instruction/sharing that Cory mentioned.

Cory said that he told some of his presenters that they couldn’t come this year because they didn’t have something new to present.

Bob Pollack said that FHWA has deliberately tried to build a track specifically of interest to engineers. It is happening slowly.

Nils King said that he will work on the Indiana and Illinois folks to bring them in for next year. Our theme next year will be on data integration.

Kathleen Haney said that the Minnesota Towards Zero Deaths conference will top 1000 attendees this year. One thing they do is have separate tracks for specific types of people.

Bob Scopatz and Jim Davis talked about how the Forum was constructed in the past with tracks and then each sessions was composed of invited speakers lead by an individual who was asked by the program chair to put together a session. Cory said we could try to make a mix of invited presentations and things that would come in from the call for papers. He said that it’d be important to have enough of a track in the program to interest people from (for example) courts to attend and have some other sessions to attend in addition to whatever one they are presenting.

Cindy said that we might not have the volunteer capacity to put that kind of program together. Luke agreed that there would have to be resources dedicated to this.

We need to make sure we get our review cycle done before TRB’s reviews begin. So, we have to be done before August 1.

Marty Pollock said that we need to take a hard look at moving the date as well.

David Harkey asked about poster sessions. Cindy said that the poster sessions were opened up to the Best Practices participants so they could put together a poster in lieu of them having to put together a presentation. Luke said adding more awards is a good idea. David said that we should look at moving things into poster sessions if the number of submissions to the call for papers gets higher as we also move to planned tracks.

Cory said we should require best practice folks to give a presentation or a poster. He said that it was a great idea to have the best practice folks highlighted in the program.
Bob Rasmussen and Angie Langanke suggested that we consider going to a one-year membership to ATSIP being included in the Forum registration fee. Jim Davis said that there is room for the Board to interpret Forum attendance as meeting the “active involvement in transportation safety information systems” so that we could automate the basic member level acceptance process.

5. Liaison Reports

FMSCA: FHWA: NHTSA: TRB: GHSA:

FHWA: Bob Pollack handed out a description of the Roadway Safety Data Program (RSDP). This is the program that the FHWA Office of Safety uses to promote highway safety programs. There are few items that Bob wished to highlight:

- The Roadway Safety Data and Analysis Toolbox: a web-based system for users to help them select among available tools for improving safety.
- Case Studies in Improving Roadway Safety Data and Analysis Capabilities: they are documenting case studies and noteworthy practices as examples of how States and local agencies have improved data and analytic capabilities.
- Technical Assistance: RDIP is ready for marketing. It has gone through two pilot tests. They are holding a session here at the Forum. Hoping to identify additional states to participate. The Roadway Data Extraction Technical Assistance Program: building from the MIRE MIS project to help states find ways to pull data out of existing resources.
- Business case for investment to improve state safety data and analysis systems: Help states to justify the investment in data and analysis improvement.
- Continued support for Highway Safety Manual adoption.

NHTSA: Luke Johnson reported that NHTSA has new assessment training this afternoon in a workshop and are hoping to have lots of attendees in order to grow the pool of assessors. There is a shared program on Monday with FHWA. NHTSA is also taking over the CDIP program this year.

The NHTSA Administrator has announced the “Significant and Seamless” initiative.

The Traffic Records group is working to have their new website for TRCCs.

Looking at States and how they run the TRCCs and provide support to the TRCCs where needed.

They are in the middle of updating the NOPUS.

The six month data for 2013 should be available soon.

The Traffic Records team has completed 3.5 assessments. They are working on getting ready to do 7 assessments early in 2014. They are adapting the process.
The GO Team process has fielded several projects. They are getting good feedback on the processes from the participating states and are working on how best to handle them contractually.

Hadi asked if NHTSA has the capacity to encourage State TRCCs to consider attendance. Luke said that they can work through the NHTSA regional offices. The TR office can’t really dictate what the states do with their money, but there are ways to inform.

There is a MMUCC session on Wednesday afternoon. They will be promoting the measurement of compliance and give states explicit guidance for states to self-assess their compliance. Angie asked if the guidance would be specific enough for states to get partial credit? Luke said that there will be at least one and possibly two levels of partial credit. They are doing the police accident report compliance first and then work on database compliance.

Bob Scopatz asked if the RFP for the assessment process support is ready and whether the decision has been made to go with open competition, GSA schedule, or some other method. The contract will be out on the street but it’s just for the next seven assessments (10 month period). Not sure how it is going.

Longer term, the plan is to do an IDIQ for all the services for the TR team. IDIQ would go free and open compete.

Luke added that there is increased scrutiny for conference attendance and funding. At least through the end of the current agreement, NHTSA does not anticipate any problems with the remaining years on the agreement.

6. Committee Reports:

   a) **Constitution** (Ralph Zimmer and Jim Davis):
      Ralph Zimmer said that the group discussed issues of membership that will come up at the January meeting. Jim Davis said that there are no pending adjustments to the Constitution at the moment, but as Ralph said we may have changes related to membership.

      Bob Scopatz mentioned that the business renewal is due with the State of Minnesota. Bob Scopatz and Jim Davis will get together to make sure that we submit revised By Laws. Nils King will add this as an item to the November meeting agenda.

   b) **Professional Certification Committee** (Dave Bozak )
      Dave Bozak sent an email report to Marty Pollock stating that there is nothing new to report. The committee stands ready to participate.
c) **Best Practices / Distinguished Award** (Tim Kerns/Bob Scopatz)

Cindy Burch reported that Tim Kerns has the awards in his luggage and will be here later today. Bob Scopatz said that the Distinguished Achievement Award is ready for presentation to Dave Brown.

d) **ATSIP Strategic Planning** (Chris Madill)

There will be a planning session on Tuesday immediately after lunch.

e) **National Agenda** (Dave Bozak)

Dave Bozak reported via email that there was no new activity. The committee looks forward to the upcoming Strategic Planning activity.

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

Bob Rasmussen said that we have one company that has applied for an organizational affiliate.

**MOTION**

Bob Scopatz moved that After Car Accident as an affiliate member.

Hadi Shirazi seconded

Motion approved.

Angie asked if the affiliate membership includes any at the fellow level. Bob Rasmussen said the affiliate membership includes up to four approved memberships, but the individuals have to submit the paperwork to have the people voted on. If an organization opts to put people in as Fellows, they would get a good deal because the Affiliate membership costs $150. It also allows the organization to place their logo on the ATSIP website.

Bob Rasmussen said that affiliate membership is good for ATSIP because it shows that we have a “presence.” We should advertise the availability of these memberships. Luke Johnson asked if the logos are an active link and Angie said they do link to the company’s websites through the logo.

g) **Data Quality & Improvement** (Bob Scopatz) (ANSI D-16)

Bob Scopatz talked about the issues with paying for becoming the secretariat for ANSI D-16.1. We would need to discuss with NSC whether they would give us the copyright and wouldn’t charge us much if anything for the transfer of ownership. We would also have to pay for about $6000 per year in costs related to being the standard author. We would need to find sponsors for the effort.

ATSIP could see if the States or USDOT would be allowed to sponsor the effort.

Could ATSIP choose to just issue a standard on its own without the costs associated with it being an ANSI standard.

Bob Rasmussen asked how many states use it and is it still a viable standard? How would
we pay for it? Also, who among this group would be able to lead this effort?

Marty Pollock suggested that we set up an exploratory panel to look into this. Marty Pollock will lead it, Dave Harkey and Bob Scopatz volunteered to be part of the effort. They will seek to have a conference call with Ken Hackman. Luke Johnson said that he would try to get us answers on the questions about whether USDOT could contribute to this and approve States using grant money for this.

h) Policy/Positions & Resolutions (Kathleen Haney)
There are two policy statement drafts that have been submitted:
The group suggested changes to the wording in the resolution titled “Data Driven Decision Making”.

MOTION
Cindy Burch moved to adopt the Data Driven Decision Making resolution as modified.
Bob Scopatz seconded
Motion approved

The Connecticut TRCC drafted a resolution to ask for a Minimum Set of Edit Rules as a companion to MMUCC. There was one change to the wording to make it relate to ATSIP. Cory said there was an experience with the edit checks in Louisiana because the officers rejected the use of them. The other question is whether or not MMUCC should have a set of “recommended” edit checks incorporated or should it be left up to the State.

Pete D’Oronzio said that there are two places where the edits could occur, out in the field as the data are collected by the officers and in the back-end data acceptance process for the statewide database. Luke Johnson said that NHTSA is unlikely to have the resources to pursue this right now.

7. 2013-2014 Nominating Committee (Hadi Shirazi)
Hadi Shirazi said that some ballots have been received, but we need to receive more. Ballots can be found on the table near the registration booth.

8. Web Site (Dick Paddock, Angie Langanke, Kara Mueller)
Angie Langanke said that she has some pending requests to make for updates for the website. She said that we really need new content on a recurring basis. Last year we also started doing pictures and bios. There are still some that are needed. Committee chairs need to submit information as well.

Bob Rasmussen asked if we could add links to the website for reports etc. Angie said the we need some sort of review process to decide which things could or should be put up on the link page. Luke Johnson said that some of the Federal web pages are in flux for a period of time before the document finds a final home. There is the danger of getting dead links if we point to individual documents. He suggested that we simply point to organizations’ websites rather than
289 We also should consider having a social media presence in lieu of a newsletter. Angie recommended using Linked-In because it’s more professional than, for example, Facebook. Marty Pollock suggested that we could put things out there about the recent and upcoming assessments. Luke said the NHTSA TR Team and the USDOT TRCC websites should be up and ready to be linked to by the TRB-time.

296 ATSIP approved rules for membership that require some changes to the membership processing. Affiliate memberships, for example, need some attention on the software side.

9. 2nd Vice President’s Report, 2013 Forum Update (Cynthia Burch)

Cindy Burch reported that if we need the Kellogg #1 room, we can use it any time through Wednesday. We are back in here on Tuesday for the Strategic Planning meeting.

We have one platinum sponsor, two silvers (P’d programming and CarFax). We have 17 vendors. We met the room block overall. The hotel was very flexible. That may not be possible next year if St. Louis makes it to the World Series again.

We have 11 poster sessions. They are set up now. The vendor and poster sessions are near the registration desk and the plenary session room. The room for the meals is on the 1st floor (above the lobby level).

The reception is in the vendor area tonight. There will be a chocolate fountain! There is wifi for the conference attendees.

There is no cyber café this year because there is free wifi throughout the conference area. There is a computer and printer in the business center at the lobby level. On a limited basis, printing can be done in the registration booth.

10. New Business – ATSIP Insurance Renewal application

Angie Langanke reported that TSASS has provided in kind services to support ATSIP and the program. They are going to be less able to provide in-kind services. They have provided over $30,000 per year in in-kind services without payment. Dick Paddock said that he had hoped that ATSIP would have permanent professional staff beginning in 2012 and since that hasn’t happened, TSASS has reevaluated its contribution to the organization and seriously doubts the future of ATSIP.

Bob Rasmussen reported that one of insurance policies is up for renewal but the company has moved us to a different company because they no longer offer that sort of coverage. Bob said that both insurance policies are up for renewal in December.

Bob Scopatz said that the City of Edmonton would like to get our commitment for the 2014
conference soon. We need to decide on a dollar amount and see if there are ways we can
encourage attendance. The group discussed what the benefits are to ATSIP for participation.
We are committed for 2014 but we need to decide at what level.

Cindy Burch said that it is fiscally and logistically challenging to hold the Forum in October. The
States don’t know what money they have available. We should look at June/July to see what we
can do to avoid conflicts with other key conferences.

**MOTION**
Hadi Shirazi moved that we look at June/July for 2016
Cindy Burch seconded
Motion approved

Marty Pollock established a committee to explore schedules for 2016 and report findings to the
Board by the January meeting. The chair is Cindy Burch working with Hadi Shirazi and Marty
Pollock, Bob Rasmussen, and Angie Langanke. Ralph Zimmer said that the statement has been
made in past discussions that we do not want to hold two Forums in the same fiscal year,
whether that be State or Federal Fiscal year.

11. Next meeting November 20th, 2013 via teleconference, 1:00 PM.
The meeting at TRB will be on January 11th, 2014 at the Marriott Wardman Park starting at
9:00 AM.

12. Adjourn

**MOTION:**
Cindy Burch moved to adjourn
Hadi Shirazi seconded.
Motion approved.

Marty Pollock closed the meeting at 1:13 PM.

Submitted as Draft for Review 10/27/2013 by Robert A. Scopatz, Secretary

Submitted as Draft for Approval 11/15/2013 by Robert A. Scopatz, Secretary

Approved by the Executive Board on 11/20/2013.