ATSIP Executive Board Meeting Minutes

Teleconference Call

December 18th, 2013

ATTENDANCE:

Nils King, President
Cynthia Burch, 1st Vice President
Tim Kerns, 2nd Vice President
Bob Rasmussen, Treasurer
Bob Scopatz, Secretary
Cory Hutchinson, Louisiana
Angie Langanke, TSASS
Joanna Reed, NISR
Allen Parrish, Alabama
David Harkey, HSRC by proxy to Nils King
Barbara DeLucia, Texas
Kathleen Haney, Minnesota
Ida Van Schwalwyk, Oregon

Non-voting attendees:
Jim Davis, Co-Parliamentarian
Luke Johnson, NHTSA
Kara Mueller, TSASS
Dave Bozak, InfoGroup
Hadi Shirazi, Louisiana

1. Call to Order, Attendance/Quorum, Introduction
   Bob Scopatz announced a quorum at 1:09 PM
   Nils King called the meeting to order at 1:09 PM

2. Approval of Minutes from November 20th, 2013 Executive Board Meeting

   MOTION
   Cindy Burch moved to accept the minutes of the November 20th Executive Board Meeting.
   Barb DeLucia seconded.
   Motion Approved.

3. 1st Vice President’s Report: Cindy Burch

   IT/Website discussion
   A discussion on the present state of the ATSIP Website and IT structure was provided by Cindy Burch. The presentation was a proposal that was submitted by TSASS to support
and provide administrative personnel for the fiscal year of 2014 for a cost of $30,000.00. A copy of the proposal was sent to all Board Members in advance of the meeting in order for the member to have the opportunity to review the submitted proposal. A scaled down RFI had been sent to members of the Board who could have provided information on possible alternatives. As of the Board Meeting, only the TSASS proposal had been submitted. Due to the present contract expiring on December 31, 2013, the importance of both websites being maintained and operational are very critical. It was determined through conversation that it would be a hasty decision if a different approach to support and maintenance of the websites were made at this point. Time was of the essence. Cory Hutchison requested information on the support that was provided in the proposal for which Cindy responded. Bob Rasmussen commented on the fact that we all have our own jobs and for us to change the structure of the websites or make changes would not be beneficial to ATSIP at this point. Due to the time left in the existing contract and other factors in the upcoming Forum that will be held in St. Louis, Cindy Burch made a motion that the proposal for IT support and Website administration submitted by TSASS be accepted.

**MOTION**
Cindy Burch moved to accept the TSASS.
Joanna Reed seconded.
Motion Approved.


Bob Scopatz informed the Board that we have previously approved $3,000.00 to send ATSIP participants to the conference in Edmonton. This amount does not cover the cost of sending three participants, plus the cost of shipping the ATSIP booth to the conference.

**MOTION**
Bob Scopatz moved to add $1000 to the allocation for funding ATSIP’s participation in the Edmonton Conference.
Motion Withdrawn upon discussion.

Barb DeLucia made a request that an estimate of expenses be submitted for review. Nils King and Cindy Burch advised that they would submit the estimate for their travel expenses in the event that they would be the ones chosen to travel to the conference. Cory Hutchinson state that the Board had previously discussed using our participation in the conference this year as a way to determine what opportunities are afforded ATSIP through that participation. Bob Scopatz stated that he could not provide a clear budget at this time that would detail each of the anticipated expenses and withdrew the motion. Discussion was tabled until the January meeting to take place in conjunction with the overall discussion of the ATSIP budget.

5. Treasurer Report

Bob Rasmussen reported November financial information. The full report is appended to the member’s copy of these minutes. Bob also reported that the Forum still looks to have resulted in a positive balance but that a printing bill is still expected so final numbers cannot be calculated.

6. Liaison Reports
Luke Johnson reported that the NHTSA Assessment Process is moving forward. Eight-to-nine assessments will take place in 2014. Further information will be forthcoming.

7. Committee Reports:

a) Outreach (Hadi Shirazi)

Hadi Shirazi reported that progress is being made focusing on the Orange County forum to be held in 2015.

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

Kara Mueller reported that presentations from the Forum are still being supplied and are being uploaded to the website as received. Angie Langanke reported that some year-end updates to the site and addition of members are taking place as well.

9. 2nd Vice President’s Report, 2014 Forum Update (Tim Kerns)

Tim Kerns reported that discussions with Jeremy Hodges in Missouri have yielded several benefits to ATSIP for the 2014 Forum in St. Louis. Missouri has pledged AV support in supplying laptops and projectors at the Forum which would save money. Nils King brought up the previous motion in regards to purchasing 5 laptops by ATSIP for use at Forums. Tim advised that they would not be needed in St. Louis, that the funds for that should be de-obligated. In addition, Missouri DOT will supply all printed material and aid in the logistics of travel from the St. Louis airport. In a conversation with the Ball Park Hilton, the contract for the Forum for October 2014 is intact. The agreed upon obligations will be upheld by the Hilton. The room block for attendees is secure. The issue is if the St. Louis Cardinals make it to the World Series. In that event, only the block agreed upon will be available. No additions will take place, or no extensions to deadlines. If that occurs, hotels in the area will not be able to absorb any additional rooms as well. It is strongly recommended that the reservation site for the 2014 Forum be placed on the TRF website as early as possible. Pete D’Oronzio has volunteered to work with Tim Kerns on obtaining sponsors for the forum as well.

10. Discussion of 2014 ATSIP Budget

Bob Rasmussen advised the Board that any committee foreseeing a need for funding in 2014 should submit their request to him as soon as possible. The 2014 budget will be presented at the TRB meeting in January. He also asked that in putting together the estimated costs for the Edmonton conference participation, we include all meals, parking, hotel, and any cost that can be attributed to the travel.

11. New Business:

No New Business

12. Next meeting January 11, 2014 at the TRB in D.C. (Information emailed)
13. Adjourn

MOTION:
Kathleen Haney moved to adjourn.
Angie Langanke seconded.
Motion Passed.

Nils King closed the meeting at 2:13 PM

Submitted as Draft for Review on 12/3/2013 by Robert A. Scopatz, Secretary
Approved by the Executive Board on 1/11/2014