ATSIP Executive Board Meeting
Meeting Minutes
Sunday, July 31st, 2011
Westin Hotel Charlotte, North Carolina 2nd Floor Grand Ballroom A 9:00 AM – 1:00 PM

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)

   Attendance
   Hadi Shirazi, President; Louisiana
   Ken Carpenter, 2nd Vice President; Institute for Traffic Safety Management & Research
   Bob Scopatz, Secretary; Data Nexus
   Bob Rasmussen, Past President and Treasurer; Virginia
   Nils King, Indiana
   Kathleen Haney, Minnesota
   Ward Vanlaar; Traffic Injury Research Foundation
   Pete d’Oronzio; Pd’ Programming
   Larry Cook; Utah
   Marty Pollock; Tennessee
   Steve Rich; Idaho
   Tim Kerns; Maryland

   Non-voting:
   Luke Johnson; NHTSA
   John Siegler; NHTSA
   Tom Hollingsworth; Ohio
   Bob Pollack; FHWA
   Ralph Zimmer; Private Consultant
   Jim Davis; Private Consultant
   Sean McLaurin; NHTSA
   Betsy Benkowski; FMCSA
   Dan Crane; Helms Briscoe
   Karen Scott; NHTSA
   Dennis Utter; NHTSA
   Rocco Domenico; Colorado
   Stevanus Tjandra; Edmonton
   Gerry Shimko; Edmonton
   Angie Schmit; TSASS
   Cynthia Burch; Maryland
   Dave Bozak; InfoGroup

   Bob Scopatz Announced a quorum at 9:04 am

2. Minutes (Hadi Shirazi)

   ----- Approval of Minutes from June 22nd, 2011 Executive Board Meeting

   MOTION
Pete d’Oronzio moved to approve the minutes of the June 22, 2011 Executive Board Meeting
Bob Rasmussen seconded
Motion passed

3. 1st Vice President’s Report (Scott Falb)
No report. Scott’s health precluded attendance. Bob Scopatz gave a report on Scott’s health status.

4. Treasurer Report (Bob Rasmussen)
Bob Rasmussen presented the monthly financial report as of June 30, 2011 (report attached to the end of this document). The balance for the ATSIP account $28,128.10 plus there are another $500 in dues ready to be deposited, plus another $900 paid as part of registration in the Forum. The Forum account is at $127,999.78 and that has increased dramatically in recent days due to the registrations for the Forum.

5. Liaison Reports
FMSCA – Betsy Benkowski reported that on July 28th, ATSIP received a fixed price contract for $15,000 that will help pay for Forum expenses. The Safety Data Improvement (SaDIP) grant process got a late start this year, but the grants are now going out to nine states. Thirteen states applied. For 2012, they hope to make awards before the end of FY2011 – proposals are targeted to be due October 31, 2011. There is an office director position at the Senior Executive Service level. FMCSA funded RITA for DOT-TRCC website development support. Much is borrowed from Maryland’s TRCC website. There will be link pages for each state. Mexican border issues are being resolved. FMCSA is going to start doing compliance reviews and carrier reviews and that will allow Mexican carriers to go past the commercial zones at the borders. Establishing a new vetting process to ensure that old carriers aren’t able to set up under a new name without FMCSA becoming aware of it. There’s also a new grant process in FMCSA with increased accountability.

FHWA – Bob Pollack reported about five programs:
1) Fundamental data elements guidance memo. Issued last Friday. It identifies 38 roadway and traffic data elements that states are recommended to collect.
2) State roadway data capabilities assessment. Looking at what roadway data elements states collect and what they do with it, as well as policies and procedures. That is ongoing. Plan is to complete by the end of 2012. It will serve as a basis to implement the Roadway Data Improvement Program.
3) Roadway Data Improvement Program (RDIP) – a companion piece to the CDIP. What are the policies, procedures and data?
4) Crash Data Improvement Program (CDIP) – as of the end of this year, we will have 12 or 13 states. Several states have expressed interest for the future.
5) Roadway Safety Data Partnership. This is an umbrella program that includes CDIP, RDIP, and the state roadway data capabilities assessment.

NHTSA – Dennis Utter reported that NHTSA is holding a MMUCC meeting on Wednesday afternoon after the end of the Forum. There is a possibility that the USDOT employees will be furloughed if there is no resolution on the debt ceiling. There is a new associate administrator (Terry Shelton). She will be speaking at the luncheon and leading the town hall meeting. There is also a new regional administrator (Maggie Gunnels)
NHTSA has a booth in the exhibit area and has provided some funding for the Forum. They are also trying to work out a 5-year agreement with ATSIP to support at a $50,000/year level. The traffic
records performance measures were published in January. Also completed an assessment of state
practices to improve their systems. The reports are available on the NHTSA/NCSA website as well as
in hard copy at the NHTSA booth. Section 408 grant application reviews have been completed and
should be going out by the end of the fiscal year. They are starting a new traffic records assessment
process based on the traffic assessment review that was recently completed. The new process will be in
place by 2013. FARS agreements are up for renegotiation for a 2012 start date.

On the issues agenda, NHTSA is developing guidelines for driver distraction. They are in review now.
Hyperthermia is a big issue with children being killed in closed vehicles. Impaired driving remains a big
issue. There will be high-visibility campaigns surrounding the Labor Day holiday. Unintended
acceleration is going to lead to some changes including standards for push-button starts, pedal
placement, additional data collection on the event data recorders. Experts have encouraged NHTSA to
open an office of electronics. NHTSA is working on regulations for motor coaches. CAFE standards –
the president announced that they are working toward a 54.4 mpg standard by 2025. NHTSA will be
working on light vehicle safety standards as part of that.

NHTSA’s priority plan covers 2011-2013 period. It’s also available on the website.

a. Traffic Records Assessment – John Siegler reported on the new assessment process and handed
out a 1-page description. The current proposal is to move from an on-site assessment by a
limited pool of assessors to an off-site assessment based on questions and follow-up by a broader
team of subject matter experts. The assessment process will last approximately 3 months as
opposed to the current 1-week site visit. Would also like to provide technical assistance to the
states through Go Teams. The assessment portion would remain a requirement for Section 408
grant funding. The Go Teams use would not be required for Section 408 eligibility. The new
assessment instrument will be made available for public comment following a planned Fall
meeting to revise the Advisory and assessment tools. They may add more experts on each
assessment in each area.

They are looking at Adobe Life Cycle to split the questionnaire and allow the state TR
Coordinator (or other) to assign portions of the questionnaire to key people.

Nils King said that Indiana is due for their assessment soon after the new process kicks off. He
offered the state as the “guinea pig” for testing the new process.

Other agencies: none reporting

6. Committee Reports

Constitution (Ralph Zimmer and Jim Davis)
Ralph Zimmer reported that there were no significant-enough changes proposed to warrant an
amendment to the Constitution. They have notes of two-or-three changes that should be dealt with at
some point in the future. Hadi Shirazi asked if we should have a schedule to revisit the Constitution or
on an as-needed basis. Jim Davis said that it should be a relatively stable document that should only be
revised on an as-needed basis. In earlier years we made changes every year in response to changes in
our operation and environment.
Best Practices  (Tim Kerns)

Tim Kerns reported that we are ready for the Best Practices session. Plaques have been procured.

ATSIP Strategic Planning  (Larry Cook)

Larry Cook reported that the Strategic Plan has not been updated since it was submitted in January.

Hadi Shirazi said that he will be in touch with Larry to decide how to proceed in making the document more formal and considering updates.

Membership/Outreach  (Bob Rasmussen)

Bob Rasmussen reported that we are up to 160 paid members. He said we need some ideas on what we can offer to members.

Bob read a list of new member applications as follows:

Bob reported that all applicants meet the requirements for membership at the level requested. Associate Members:
Brett Close; Chuck Fergen; Jesse Norris; Stevanus Tjandra

MOTION
Nils King moved to accept the proposed associate members
Ward Vanlaar seconded.
Motion passed

Member:
Meg Vootukura; Aaron Bartlett; Richard Guerin; Adam Buck; C. Stephen Hooper; Keith W. Smith; Kathy McLear; Kim Snook; Karen Ballard; Adelamar Alcantara; Mike Carroll; Michael Pawlovich; Katherine Jacob

MOTION
Ward Vanlaar moved to accept the proposed members
Nils King seconded.
Motion passed

Bob Rasmussen submitted a membership categories description and asked Ralph Zimmer and Jim Davis to review the draft against the Constitution to be sure it is consistent. It is a document that he would like to put out on the website. Jim Davis said that the draft is very similar to the Executive Board policy that was adopted in 2005-6. He will share a copy of that with Bob Rasmussen. Jim also said that the Constitution leaves it open as to how to implement dues.

Pete d’Oroznio remarked that the sponsoring levels for organizations at the Forum are different than the sponsoring organizational memberships. We need to decide how we coordinate those different fees and what organizations get for their sponsorship of ATSIP versus what they get for sponsoring the Forum.

The fee structure was discussed as well. The question was raised by Ward Vanlaar about a small increase in dues and that we should plan to increase incrementally rather than having to implement large
changes later. Pete d’Oronzio said that we need to have a list of what we’re providing in exchange for membership dues.

**Data Quality & Improvement** (Bob Scopatz)
Bob Scopatz presented a proposal for ATSIP to develop guidance for data quality improvement methods and practices. Hadi Shirazi asked for volunteers to contact Bob to work on finalizing the proposal.

**Policy/Positions & Resolutions** (Kathleen Haney)
Kathleen Haney reported that there were no new policy positions or resolutions. Dave Bozak said that in the past we used to meet in a more ad-hoc way to develop issues statements that the Board would then consider toward the end of the Forum. Ralph Zimmer said that there is no reason that we couldn’t do that.

The discussion considered whether or not ATSIP should review the USDOT Reauthorization Act and other highway safety legislation under consideration in Congress.

7. **2011-2012 Nominating Committee** (Bob Rasmussen)
Bob Rasmussen reported that the nominating committee finished its work to establish a slate of candidates for the Executive Board. Voting ends noon tomorrow. The results will be announced at our general meeting.

8. **Web Site Progress, and Webinar** (Dick Paddock, Angie Schmit)
Angie Schmit reported that we started the webinar experiment about the first week of June. There were some observations arising. $50 for non-members, $40 for members. And a discount for multiple webinars. The result they found out that everyone thinks they are a member.

TSASS has opened up a PayPal account for some to use. That works for some agencies, but not all (including USDOT). We need to implement a new way for people to pay. In the interim, they used the LSU account as for the forum. There are quite a few agencies that have to issue a check or a purchase order and they didn’t have time to get it done before the actual date of the webinar. We are having to take promises of payment on faith.

Some of the membership issues are due to the delays in getting records updated. We’ve had people go online, pay for membership, and then call immediately to sign up for webinars and get upset that their information was not updated.

There are 15 agencies signed up, and 30 people sitting in. Of the registrants, only one was an ATSIP paid member, two pending members, and the rest were non-members.

The total due is over $1,400. Some $800 of that is still due. Bob Scopatz asked if TSASS has an idea of how much staff time has been devoted to setting this up and handling the registration and payment processes. Angie didn’t have exact numbers but noted that the webinars do not pay for themselves and that our processes could be improved.

Pete d’Oronzio asked if we can have the option of keeping registration open up to the day of the actual event?
Bob Rasmussen stated that he is in discussions with TSASS to formalize ongoing support.

9. 2011 Forum Update (Ken Carpenter)
Ken Carpenter expressed his thanks to those who helped with planning and organization for the Forum. He said that if there are any problems during the week to see him and he will try to resolve them. There were some last-minute cancellations. Tonight’s reception includes chips and dip, and there will be a cash bar.

Registrations are at 312 so far. We met the room block.

10. 2011 Vendor Update (Pete d’Oronzio)
We have the same number and income from non-Federal sponsors as last year. The Federal sponsors went beyond the Silver level. We used some unfilled vendor spaces for poster sessions. We don’t have any Silver Sponsor tags, so those will receive Bronze tags. Pete is working on a handbook for the vendor liaisons of the future. He said that we need to have more work on signing vendors earlier in the cycle and to do that, we need to set up prices. For booths, we are well under the norm that other conferences charge their vendors, however, those costs seem to be inflated at the other conferences. He suggested that we hold the line on charges to vendors. Pete said that a recent conference he attended the attendees had to pay for the food that was made available in the vendor area. We are on par with what other conferences charge for vendor sponsorship.

Our sponsorship and booth rates this year are:
Platinum $10,000
Gold $5,100
Silver $2,600
$1,300 for a booth

MOTION
Bob Rasmussen moved to keep our 2012 vendor rates the same as this year.
Bob Scopatz seconded.
Motion passed

Pete asked if someone could take over the vendor aspect of this task/subcommittee. He would like to work on sponsorships for next year, but not do all of the vendor subcommittee tasks. That person would head the vendor subcommittee.

11. 2012 Mississippi Department of Transportation
Jim Willis presented on the 2012 Forum at the Beau Rivage in Biloxi, MS. The Forum will be August 26th to 29th. The contract is almost completed. Pete d’Oronzio asked if he could talk with the team reviewing the contract before it is signed. They are missing some pricing on some of the vendors’ issues. Pete said he’d like to address the internet costs. We found out during our meeting that GHSA’s 2012 conference dates are the same as our proposed dates for the Forum. Hadi Shirazi said we will work this out offline after today’s meeting.

12. Presentation from City of Edmonton, Canada for 2013 Forum
Gerry Shimko and Stevanus Tjandra from the City of Edmonton Office of Traffic Safety presented information on the proposal to hold the 2013 Traffic Records Forum in Edmonton. Edmonton and surrounding areas are 1.3 Million population. The City of Edmonton Office of Traffic Safety interacts with the City of Edmonton Urban Traffic Safety Research Chair (permanently endowed). The Office of Traffic Safety consists of 18 staff. They are part of the IBM Smarter Cities initiative – received a $5M grant (one of 24 cities receiving a grant worldwide). Edmonton hosts the Annual International Urban Traffic Safety Conference every April. They obtained letters of support from several sources including the Mayor, Transport Canada, IBM, Ryerson University, University of Alberta, and the Edmonton Capital Region Intersection Safety Partnership.

Ken Carpenter asked if the USDOT TRCC could consider pursuing some sort of blanket approval or support for people to attend the conference outside the US. Dennis Utter said that they would bring it up to the TRCC.

13. New Business

- Dan Crane from HelmsBriscoe. Mr. Crane described the services that HelmsBriscoe offers. He said that they deal with hotels and convention centers. They support about 25,000 meetings per year. They are experts in contracts. They help avoid pitfalls. Their fees are paid by the hotel/convention industry.

- Discussion of Emeritus Nomination (Bob Rasmussen). Bob Rasmussen read the section of the Constitution related to Emeritus membership. Ralph Zimmer presented the history of ATSIP and Traffic Records Committee/NSC awards and presidents. Ralph also put forward his nomination of Joyce Emery.

**MOTION:**
Bob Rasmussen moved to grant Joyce Emery Emeritus status
Pete d'Orazio seconded
Motion passed

- ATSIP Treasurer (Bob Rasmussen)
Bob Rasmussen presented a description of the ATSIP Treasurer position in order to formalize that position and description. He mentioned that in most professional associations the Treasurer is a member of the board, but may or may not be a voting member.

- In the Constitution it says that officers of the Board must be at the Grade of Fellow. Hadi Shirazi asked for a motion to approve Marty Pollock as a Fellow of the Association of Transportation Safety Information Professionals.

**MOTION:**
Nils King moved that we approve raising Marty Pollock’s membership level to Fellow
Pete d'Orazio seconded
Motion passed
14. Future Executive Committee Meetings – Meeting on Wednesday September 21st via teleconference; 1 PM Central time.

Hadi asked people to let him know soon if the date does not work. We need people to attend.

15. Adjourn

MOTION
Kathleen Haney moved to adjourn
Pete d’Oronzio seconded
motion passed

Meeting adjourned at 12:38 pm Eastern time.

08/05/2011 Submitted as Draft for Review by Robert A. Scopatz, Secretary
8/11/2011 Revised based on Comments
8/26/2011 Revised based on additional comments
9/19/2011 Submitted for Executive Board Approval
9/21/2011 Approved by the Executive Board

List of Attachments:

1. Treasurer’s Report
2. List of ATSIP award recipients (to date)
3. List of Chairpersons/Presidents (to date)
# ATSIP MONTHLY FINANCIAL STATEMENT

**Thursday, June 30, 2011**

<table>
<thead>
<tr>
<th>Source</th>
<th>Detail</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>JPMorgan Chase Bank, N.A.</td>
<td>Balance May 31, 2011</td>
<td>$27,278.10</td>
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<td>Main Street Financial FCU</td>
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<td>Income:</td>
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<tr>
<td>Dues</td>
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</tr>
<tr>
<td></td>
<td>Dues</td>
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<td>Dividend Credit</td>
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<td>Univ. of Alabama (transfer to Forum)</td>
<td>Forum Registrations/Vendors</td>
<td>$47,625.00</td>
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<table>
<thead>
<tr>
<th></th>
<th>Total Income</th>
<th>$2,150.00</th>
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<tbody>
<tr>
<td>Expenses:</td>
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<td></td>
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<tr>
<td>Univ. of Alabama (transfer to Forum)</td>
<td>Expenses:</td>
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<td>Bank Card Processing Fee</td>
<td>Bank Card Processing Fee</td>
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<td>Pay Trace Service Fee</td>
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<td>Reimburse ESRI - Moving to Silver</td>
<td>Reimburse ESRI - Moving to Silver</td>
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<td>Airline Connie/Wanda</td>
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<td>Award/Engraving</td>
<td>Award/Engraving</td>
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<td>Copier Rental at Forum</td>
<td>Copier Rental at Forum</td>
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|                            | Total Expenses                | -$1,300.00 |
|---------------------------| Total Expenses                | -$2,655.27 |

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<tr>
<th>Submitted to Board 7/31/2011</th>
<th>R. R. Rasmussen II</th>
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<tbody>
<tr>
<td>ATSIP Treasurer</td>
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</table>
AWARD RECIPIENTS

ATSIP Distinguished Achievement Award
2009 Ralph Zimmer
2010 Clay Hatch

Other ATSIP Awards
2008 Joan Vecchi – Exceptional Service Award
2008 Pat Brady – Exceptional Service Award
2011 Scott Falb – ATSIP Recognition Award

ATSIP Emeritus Membership
2003 Dewey Jordan
2004 Ralph Zimmer
2004 Harold Thompson
2004 Ted Dudzik
2004 Clay Hatch
2006 Ed Milton
2011 Joyce Emery

Other Related Awards
1987 Clarence Mosher – National Safety Council Distinguished Service to Safety Award
2000 Leanna DePue – National Safety Council Distinguished Service to Safety Award
2003 Rick Pain – National Safety Council Distinguished Service to Safety Award
2010 Bob Thompson – NHTSA Certificate of Achievement in Highway Safety Award

7/31/11 revision
### History of Presidents/Chairpersons & Forum Locations

<table>
<thead>
<tr>
<th>Chair/President</th>
<th>Years</th>
<th>Forum/City/Year of</th>
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<tr>
<td>Clarence W. Mosher</td>
<td>1976 – 1978</td>
<td>3rd Memphis ... (1977)</td>
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<tr>
<td>Hadi Shirazi</td>
<td>2010-2011</td>
<td>33rd St. Louis #2 (2007)</td>
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<td>34th Orlando #3 (2008)</td>
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<td></td>
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<td></td>
<td>36th New Orleans #4 (2010)</td>
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<td>37th Charlotte</td>
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