ATSIP Executive Board Meeting
Meeting Minutes
Wednesday, September 21st, 2011
Teleconferencing, 1 PM Central Time

Attendance:

Executive Board Members Present:

Hadi Shirazi, President, Louisiana
Ken Carpenter, 1st Vice President, SUNY Albany
Marty Pollock, 2nd Vice President, Tennessee
Bob Rasmussen, Past President, Virginia, by Proxy to Bob Scopatz
Bob Scopatz, Secretary, Data Nexus
Cynthia Burch, Maryland, by Proxy to Bob Scopatz
Kathleen Haney, Minnesota
Cory Hutchinson, Louisiana
Tim Kerns, Maryland, by proxy to Bob Scopatz
Chris Madill, Washington
Pete d’Oronzio, Pd’ Programming
Ward Vanlaar, TIRF, by proxy to Bob Scopatz

Non-voting participants:

Jim Davis, New Mexico
Luke Johnson, NHTSA
Martha Florey, Wisconsin

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)
   Meeting called to order at 1:05 PM Central time.

2. Minutes (Hadi Shirazi)
   ----- Approval of Minutes from July 31st, 2011 Executive Board Meeting
   MOTION
   Pete d’Oronzio moved to approve the Executive Board Meeting Minutes from July 31, 2011
   Kathleen Haney seconded
   Motion Approved

3. 1st Vice President’s Report (Ken Carpenter)
   Ken said that he is reviewing the constitution to understand the duties of the 1st Vice President.
4. Treasurer Report (Bob Rasmussen)
As of the end of August, the ATSIP balance stands at $31,328.10.
As of the end of August, the Forum balance stands at $79,714.74.

There is a payment of $15,000 to be added and a couple of registrations still pending.
There is an obligation of approximately $30,000 owed to the Westin for AV. This is to be paid by TSI and Ken Carpenter is working to resolve the issue.
There are no other large outstanding debts from the Forum. Pete D’Oronzio reported that there is a bill coming from Fern Decorating for the vendor area. Amount is $2567.32. Hadi reported that there is $1,440 from DOT that is coming in.

Once the Forum expenses/income are fully closed, it is my recommendation to close the account and move the balance to the ATSIP account where it will be a separate account within using standard financial accounting methods.

For the 2012 Forum, we will need to work with Mississippi on financial arrangements.

5. Liaison Reports
FMSCA – no report
FHWA – no report
NHTSA:
Luke Johnson said that he has spoken with Bob Rasmussen and Ken Carpenter about the money coming through TSI. He asked TSI and they said that they are pushing to get the money through.

ATSIP has received a grant from NHTSA – the grant for next year is approved and executed. There will be a kickoff meeting for the grant soon.

Other agencies-none

6. Committee Reports
Constitutions (Ralph Zimmer and Jim Davis)
Jim Davis reported that there are some minor things that they are waiting to complete until there are enough items to make it worthwhile to do an amendment process.

Best Practices (Tim Kerns)
No report

ATSIP Strategic Planning (Larry Cook)
No report

Membership/Outreach (Bob Rasmussen)
Angie and I have been updating the records from the Forum and once complete will add any new persons. From the complete listing I propose to send out a friendly dues reminder and
what the dues are for. I will ask for assistance in wording to outline what a member receives from the organization.

The new additions from the Forum will receive a different notification soliciting their membership.

Our last step is to populate the activities field showing attendance at the Forum.

Data Quality & Improvement (Bob Scopatz)
We are in a holding pattern until we can coordinate this proposal with Betsy regarding work going on at FMCSA.

Policy/Positions & Resolutions (Kathleen Haney)
No new items.

7. 2012-2013 Nominating Committee (Bob Rasmussen)
I am soliciting your assistance in coming up with names to fill the Board. Please think of those you feel would be willing, hopefully can travel and do conference calls, and will be an asset to the organization. I would like to get a head start on the process.

Of most importance is a volunteer to assume the Program Chair for the 2013 Forum.

8. Web Site Progress, and Webinar Evaluation (Dick Paddock, Angie Schmit)
No report.

9. 2012 Forum Update (Marty Pollock)
The planning committee held a conference call on September 15 to establish how they will move forward. This is a framework and there’s a timeline.

Marty asked where we are with the contract with the Beau Rivage. Hadi said that the preliminary contract is in place between Mississippi DOT and the hotel. The dates are locked in, but there are still details to work out. Jim Willis and Christy Price had a conflict so they could not meet with us today.

Bob Scopatz said that he would contact Martha Florey to figure out a list of possible keynote speakers.

Marty also said that he wants to get involvement from the MPOs/RPOs. Next committee call is October 11th. He and Nils King will be working on finalizing the timeline. The standard call-in will be the second Tuesday of each month.

10. 2012 Vendor Update (Pete d’Orazio)
Pete d’Orazio said that he received an email from Christy Price and will be sending the vendor stuff to the State. Pete is planning to go after national level sponsors while the state works with the more local ones.
11. 2012 Mississippi Department of Transportation
   The folks from Mississippi had a scheduling conflict and will be with us next time.

12. 2013 City of Edmonton, Canada for Forum Discussion
   Hadi said that he has received enough feedback from states to convince him that a large
   proportion of our attendees (from State agencies) could not travel outside the continental US.

   Bob Scopatz suggested that we hold a mid-year conference that could be set up ATSIP as the
   content-provider for a conference to be held anywhere.

   Martha suggested that we might be able to do a joint sponsored conference in cooperation
   with another organization.

   Bob, Martha and Pete will exchange emails on the various ideas and present them at the next
   ATSIP executive board meeting. Hadi will wait until that meeting to decide on the wording
   of the reply to Edmonton.

13. New Business
    - Using Dan Crane from HelmsBriscoe. Dan Crane gave us a presentation during the
      July 31st board meeting. With the idea of adding international conferences, the assistance
      of HelmsBriscoe would also be valuable.

    MOTION
    Pete d’Oronzio moved that we work with HelmsBriscoe for a year to see how it
    works out.
    Ken Carpenter seconded
    Motion Approved

    Hadi said that he will contact Dan Crane and have them start working on the 2013
    location. Bob Rasmussen sent an email during the meeting to let Hadi know that we have
    to give Dan our list of requirements before he works with hotels. Ken Carpenter will
    prepare the list of requirements based on the experiences from Charlotte.

    - Chris Madill thanked those who participated in his survey on the communication audit.
      He felt it came out well and revealed some interesting strengths and opportunities. At the
      very least, he hopes it can help frame some of the discussions we have on what we want
      to do and how to do it. Pete d’Oronzio thanked Chris for the effort and the contribution
      to ATSIP. Chris has sent the results to the board via email. Pete d’Oronzio will help.

    - Pete d’Oronzio asked that we set a particular date for these meetings. We are set for the
      3rd Wednesday of the month. We have some flexibility, but we will standardize on the 3rd
      Wednesday of each month.

14. Future Executive Committee Meetings – Meeting on Wednesday October 19th,
    Teleconferencing
15. Adjourn

MOTION
Pete d’Oronzio moved to adjourn
Marty Pollock seconded
Motion Approved
Meeting adjourned at 1:56 PM

Attachments:
1) 7/31/2011 Financial Report submitted by Bob Rasmussen
2) 8/31/2011 Financial Report submitted by Bob Rasmussen

Submitted as Draft for review 9/21/2011 by Robert A. Scopatz, Secretary
Approved (as revised) by the Executive Board 10/19/2011
Submitted as final 10/19/2011 by Robert A. Scopatz, Secretary
# ATSIP MONTHLY FINANCIAL STATEMENT

Sunday, July 31, 2011

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<thead>
<tr>
<th></th>
<th>JPMorgan Chase Bank, N.A.</th>
<th>Main Street Financial FCU</th>
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<tbody>
<tr>
<td>Balance June 30, 2011</td>
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<td>Income:</td>
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<tr>
<td>Dues</td>
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<tr>
<td>Dividend Credit</td>
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<tr>
<td>Forum Registrations/Vendors</td>
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<tr>
<td>Total Income</td>
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<td>$48,093.63</td>
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<td>Expenses:</td>
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<td>Bank Card Processing Fee</td>
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<td>Pay Trace Service Fee</td>
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<td>Westin Deposit</td>
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<tr>
<td>Airline Jennie/Allison</td>
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<tr>
<td>Cash Advance Wanda/Connie</td>
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<tr>
<td>Ken-Staples NY</td>
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<tr>
<td>Ken-Bokland (Banner, etc.)</td>
<td>-$1,561.89</td>
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<td>Ken-REM Printing (Pocket</td>
<td>-$552.00</td>
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<td>Agenda, Awards Program</td>
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<td>Ken-Vincys Printing</td>
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<td>Ken-4IMPRINT</td>
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<td>Total Expenses</td>
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<tr>
<td>Balance July 31, 2011</td>
<td>$28,628.10</td>
<td>$149,415.11</td>
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Submitted to Board 9/21/2011
R. R. Rasmussen II
ATSIP Treasurer
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<tr>
<td>JPMorgan Chase Bank, N.A. Balance July 31, 2011</td>
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<tr>
<td>Main Street Financial FCU Balance July 31, 2011</td>
<td>$149,415.11</td>
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<tr>
<td>Income:</td>
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<td>Dues</td>
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<td>Forum Virtual Sessions</td>
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<td>Ken Returned Forum Purchases</td>
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<td>Expenses:</td>
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<td>Travel Jennie/Allison</td>
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<td>Travel Wanda/Connie</td>
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<td>Ken-Water Charlotte</td>
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<td>Digital Banana - Program Printing</td>
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<td>Forum Refunds</td>
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<td><strong>Total Expenses</strong></td>
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<td><strong>Balance August 31, 2011</strong></td>
<td><strong>$31,328.10</strong></td>
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