ATSIP Executive Board Meeting
Via Conference Call
November 28, 2018, 2 PM Eastern, 1 PM Central, 12 PM Mountain, 11 AM Pacific

ATTENDANCE:
Cory Hutchinson, President, Louisiana, Highway Safety Research Group
Chris Osbourn, Vice President, Tennessee, Department of Safety and Homeland Security
Juliet Little, 2nd Vice President, Connecticut, State DOT
Bob Scopatz, Secretary, Minnesota, consultant
Kathleen Haney, Immediate Past President, Minnesota, State DPS
Kellee Craft, Ohio, TSASS consultant
Patrick Dolan, Tennessee Department of Safety and Homeland Security, Co-Parliamentarian
Pete d’Oronzio, Colorado, Pd’ Programming
Karla Houston, Louisiana, Traffic Record Coordinating Committee (absent)
Joe McCarthy, Colorado, consultant (absent)
John McDonough, National Institute for Safety Research Inc.
Rhonda Stricklin, Alabama, university researcher (absent)
Eric Tang, District of Columbia, consultant
Sladjana Oulad Daoud, California, DMV (absent)

Non-Voting Attendees:
Bob Rasmussen, Treasurer, VDOT
Ralph Zimmer, Co-Parliamentarian
Jill Hall, TSASS
Luke Johnson, NHTSA
Lloyd Jones, TSASS
Robert Pollack, FHWA
Elise Simonsen, NGA

1. Call to Order, Attendance/Quorum, Introductions
Bob Scopatz announced a quorum at 1:07 PM Central
Cory Hutchinson called the meeting to order called at 1:07 Central

2. Approval of Minutes from October 17, 2018 Executive Board Meeting
Bob Scopatz sent the October 17, 2018 minutes as Draft for Approval on November 27, 2018.

Bob reported two small changes were emailed to him yesterday:
1) Spelling of ATSIP
2) Extra word in the first sentence of the 2019 Forum Report

MOTION
Kellee Craft moved to approve the minutes of the October 17th 2018 Executive Board Meeting.
Pete d’Oronzio seconded.
Motion carried.
3. Past President’s Report: Kathleen Haney
   No report.

4. 1st Vice President Report: Chris Osbourn
   No report.

5. 2nd Vice President’s Report: Juliet Little (2019 TRF)
   Juliet reported that the site visit meetings with the hotel and the museum staff is next week.
   There is a conference call set up with the visitor’s bureau tomorrow (11/29). Juliet and Bob
   Rasmussen have a call set up for tomorrow as well.

6. Treasurer’s Report: Bob Rasmussen
   Bob Rasmussen presented the October 31, 2018 treasurer’s report. All Forum expenses have
   been paid. A copy of that report is appended to the members’ copy of these minutes.

   MOTION
   Bob Scopatz moved to approve the October 31, 2018 Treasurer’s Report.
   John McDonough seconded.
   Motion carried.

7. Liaison Reports:
   a. AAMVA: no report.
   b. FMCSA: no report.
   c. FHWA: Bob Pollack said that he will prepare a report for the January meeting at
      TRB.
   d. NHTSA: no report.
   e. TRB:
   f. GHSA: no report.
   g. NSC: no report.
   h. ITE: no report.
   i. IACP: no report
   j. NGA: Elise Simonsen said that NGA is hosting a webinar with the CDC and multiple
      State participants about the Links Guide and Learning Lab. She offered to share the
link to participate. Bob Scopatz said he can send out the meeting invitation if NGA sends it to him today.

k. TRB: no report.

8. Committees:

a. Membership Committee (Bob Rasmussen):
   No new member applications this month.

b. Best Practices Committee: no report.

c. Awards Committee: no report.

d. Newsletter Committee: no report.

e. Outreach Committee: no report.

Program Chair Committee (Karla Houston):
Karla submitted the following written report:

The Program Chair Committee met on November 7.

1. Karla presented a Forum Committee Structure draft for discussion with the following positions:

   i. Outreach Committee assists with Membership & TRCC outreach.

   ii. Program Committee assists with data system topics and speakers, this includes plenary and session speakers.

   iii. Volunteer Committee assists as needed with Forum volunteer coordination

   iv. Public Relations helps with Forum communications, printed items, sponsor recognition, Forum signage, the program (printed and the app).

   v. Events & Registration Committee, helps coordinate registration and Forum events such as the opening sponsor reception.

   vi. Vendor Committee, which works with and recruits vendors.

   vii. Hotel Committee that helps with rooms, set up, food, beverages, etc.
2. Positions and Job Descriptions – the Committee is working on developing duties and descriptions for each of the above Committees.

3. Our next meeting has been postponed due next week’s Austin site visit.

f. ANSI Standards Review Committee: no report.

g. Nominating Committee: Kathleen Haney said that she plans to open nominations as we did last year. She asked for volunteers to serve on the Nominating Committee and she will present those names.

Ralph Zimmer said that the committee must consist of three people, plus the chair.

One representative from each of the regions.

h. Constitution Committee (Patrick Dolan):

Patrick Dolan reported that he is going to set up a meeting in December. Kathleen Haney, Ralph Zimmer, Cory Hutchinson and Bob Rasmussen have expressed interest.

i. Executive Director (Cory Hutchinson)

Cory reported that we are finalizing the job description and plan to have that and the list of where we will advertise the position after the January meeting. The group will meet December 12th.

9. Future Forums

a. 2019 Forum – Austin (Juliet Little)

Juliet said that she had nothing more to add.

b. 2020 Forum - Nashville (Patrick Dolan)

Patrick reported that we have identified places for the reception on Monday night. We will review those and select one. The committee will begin regular meetings in January 2019.

Cory and Bob Rasmussen discussed the concern over expenses for an off-site reception. Cory asked Patrick to come up with a cost for that event so we can look at it and make sure we have the funding to do it. Patrick said he will look for a sponsor for the event, but knows that we tried to find a sponsor last year and were not successful.

Chris Osbourn said that the cost of running the forum is continuing to rise each year.
We have discussed raising the registration fee to make sure we cover the base costs. We may need to reduce the number of complementary registrations as well because those are costing us more than we get from the vendors for their participation. For example Bronze level brings in $2,600 and we give them 4 comp’d registrations, with meals. We probably only get about $1,000 from the sponsor after all the incentives.

Cory said that he will share his spreadsheet he put together with information from Bob Rasmussen comparing the forum costs and income by categories. We can take a good look at that.

10. Old Business

a. Our meeting room is set for Room 141 Convention Center. 9 AM to 5 PM, Saturday January 12th, 2019. Cory will send an email.

b. Website voting results are in. It was close between Option 2 and Option 3. For the ATSIP.org Option 2 had 9 first place; Option 3 had 4 first place votes and 4 second place votes. For the Traffic Records Website, Option 3 won. Cory will communicate the decisions to TSASS for implementation.

Pete d’Oronzio said that one of the parts of the website had links and references to social media. He suggested that we need to be careful not to spread ourselves too thin so that we can be sure to maintain them. Cory said that the same applies to the rotating pictures to make sure we keep that refreshed.

Lloyd Jones said that we would remove any icons for the social media platforms we don’t already have. We can also keep the pictures up to date more easily than we can keep the current sites updated now. It should save us time.

Chris Osbourn said that he wasn’t really a fan of Option 2, but since we’re going with that, can we reduce the level of wasted/white space? Lloyd said he would take a look and see what he can do.

John McDonough suggested that perhaps we should look at Options 2 and 3 and make a final decision given the discussion. Would it be okay to take another look? Cory asked Lloyd to see if he can tweak Option 2 and Option 3 to see what it might look like with a more final look and we’ll look at them in January? Lloyd said he could have this ready for us to review at the meeting during TRB. Some of the earlier discussion point was that Option 2 seemed to have more opportunity to talk about the organization versus more graphics-intense approach in Option 3. It’s definitely worth discussing at the January meeting.

Pete d’Oronzio asked if it’s easy to use one of those templates as a front page and a different template for the rest of the site? Lloyd said that the templates apply throughout.

11. New Business

none
12. The next meeting is December 19\textsuperscript{th} via webinar at 2PM Eastern, 1PM Central, Noon Mountain and 11AM Pacific Time.

13. Adjourn

\begin{itemize}
  \item \textbf{MOTION}
  \item Kellee Craft moved to adjourn
  \item Kathleen Haney seconded
  \item \textbf{Motion Carried}
\end{itemize}

Meeting adjourned at 1:56 PM Central.

Submitted as Draft for review on 11/28/2018 by Robert A. Scopatz, Secretary
Saved with changes reflecting through 11/28/2018
Approved by a vote of the Executive Board 12/19/2018