ATSIP Executive Board Meeting
Via Teleconference/webinar
February 20 2019, 2 PM Eastern, 1 PM Central, Noon 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 (absent)
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
Joe McCarthy, Colorado, consultant
John McDonough, National Institute for Safety Research Inc.
Rhonda Stricklin, Alabama, university researcher
Eric Tang, District of Columbia, consultant
Sladjana Oulad Daoud, California, DMV

Non-Voting Attendees:

Bob Rasmussen, Treasurer, Virginia
Ralph Zimmer, Co-Parliamentarian
Luke Johnson, NHTSA
Ken Kolosh, NSC

1. Call to Order, Attendance/Quorum, Introductions
Bob Scopatz announced a quorum 1:03 PM Central
Cory Hutchinson called the meeting to order at 1:03 PM Central

2. Approval of Minutes from January 12, 2019 Executive Board Meeting
Cory Hutchinson sent the January 12, 2019 minutes as Draft for Approval via email.

MOTION

Kellee Craft moved to approve the minutes of the January 12th 2018 Executive Board
Karla Houston seconded.

Motion carried.

3. Past President’s Report: Kathleen Haney
No report

4. First Vice President’s Report: Chris Osbourn
No report

5. Second Vice President’s Report: Juliet Little
Juliet Little deferred her report until the Forum reports.
6. Treasurer’s Report: Bob Rasmussen

Bob Rasmussen presented the January 31, 2019 treasurer’s report. A copy of the monthly treasurer’s report is attached to the member’s copy of these minutes.

MOTION

Eric Tang moved to approve the January 31, 2019 Treasurer’s Report.

Sladjana Oulad Daoud seconded.

Motion carried.

7. Liaison Reports:

a. NHTSA: Luke Johnson

Luke Johnson reported that the funding modification for Year 4 of the ATSIP contract with NHTSA has been approved—Bob Rasmussen said he already signed it. Because of the shutdown, FARS and CRSS will be delayed to late Fall. Cory said that he emailed the second quarterly report.

b. FHWA: Robert Pollack

No report

c. Ken Kolosh: NSC.

Ken Kolosh said that NSC has released the preliminary report on 2018 fatalities. They are seeing about a 1% decrease from 2017 levels. Their number is based on the CDC definition and includes private roads. Preliminary estimate is roughly 40,000 deaths, down for 40,231 in 2017. It will be updated with CDC final mortality data later in the year.

d. Jenny Guarino: FMCSA

Jenny sent an update via email as follows:

We had 107 participants in the CVSA Data Management, Quality & FMCSA Systems Training from the States, D.C., and Territories (our best yet). We put on 20 courses over the span of 3 days that focused on the tool and policies of how data goes from the States to FMCSA, and a highlight on some of the newer items such as our revamp to the State Safety Data Quality (SSDQ) measures and Activity Center for Enforcement (ACE) toolkit.

We took a good amount of feedback on the changes that we made to SSDQ. There are new quality control reports that we’ve provided through A&I ([https://ai.fmcsa.dot.gov/DataQuality/](https://ai.fmcsa.dot.gov/DataQuality/)) where States can download records that need improving (called Records to Research – need to be logged in through the FMCSA Portal to view). Based on feedback of the measures and new reports, we will be making some slight tweaks to the measures this Spring to bring our measurement tool in line with data guidance and policies.
8. Committee Reports

a. Membership: Bob Rasmussen
   We have one new application from Charles Linek from Ohio Department of Public Safety. Ohio would like to substitute Charles for an existing member from Ohio who has moved to a different position.

   Pete d’Oronzio asked why we vote to approve members unlike other organizations where you just pay to join. Joe McCarthy said that in other organizations where they vote on members, it gives them the ability to rescind if necessary. Patrick Dolan said that our bylaws explicitly require for new members to be voted in. Cory asked if we should change it. Patrick said that changing it would require a change to the Constitution. Ralph Zimmer said that in previous times, the Executive Board kept the voting requirement. There might still need to be some formal process of acceptance of new members. Perhaps the Board could deputize someone to accept new members. Ralph said that we can also do Constitutional amendments at any time. Chris Osbourn said that we might run a risk of a group of people taking over the organization if we don’t individually vet members. Someone should make sure that the people have a legitimate interest in traffic records to protect the integrity of the organization. The group discussed the qualifications of Captain Linek and the requirements. Bob Rasmussen pointed out that our requirements include “having an interest.”

   MOTION
   Bob Scopatz moved to approve Charles Linek as a member using one of the slots from Ohio.
   Pete d’Oronzio seconded.
   Motion carried.

b. Best Practices: Chris Osbourn & Juliet Little
   There is no activity at present.

c. Awards Committee: Eric Tang
   Eric Tang said that Kellee has updated the descriptions on the website. Nominations are due in early May. Kellee said that she will add the notice when the call for abstracts goes out.

d. Newsletter: Cory Hutchinson (TBD)
   Cory asked if the person in charge of the newsletter committee has to be a member, and at any particular level. Ralph Zimmer said there are no limits in the Constitution. Cory said he will ask if one of his staff members can take it over. Karla Houston asked if the newsletter could be a function of the Executive Director.

e. Outreach Committee: Rhonda Stricklin
   Rhonda updated the plans for the outreach efforts. The TRCC and Data Integration
call schedule is:

March 7: TRCC or Data Integration
April 11: TRCC
May 16: Data Integration
June 13: TRCC
July 11: Data Integration

All calls at 3PM Central time. Dates may change to accommodate speakers’ schedules. Topics and speakers are TBD, but one of the upcoming topics will be data governance.

f. Program Chair Committee: Karla Houston
Karla has updated the organization chart based on our conversation at the January Executive Board meeting. Patrick Dolan said that he sent a list of the relevant sections of the Constitution to Karla. Cory said that we are thinking of designating three separate people handling different aspects of this position. Also, we want to set up three committees and would first need to identify chairs for those committees.

g. ANSI D16 Standards Review Committee: Tim Kerns
No report from Tim Kerns. John McDonough said that he received an email after TRB from Annie Chang of SAE, and just yesterday Luke Johnson asked about scooters. The question is about “micromobility” which covers several issues including scooters and bike shares. At TRB, they held a workshop including industry folks and then held round-table discussions of multiple topics. One topic was about crash data for these devices. SAE has a micromobility devices committee and they asked if ATSIP would like to join in a liaison relationship. Cory asked John if he would agree to serve as our liaison. John said he would, and will contact Annie again.

h. Nominating Committee: Kathleen Haney
Ralph Zimmer asked if we need another person to meet the requirements. Ralph said that if the person is unable or unwilling to serve, the President must appoint a Fellow-level member. The board needs to vote on the replacement and the three members of the committee. Ralph pointed out that deadlines are approaching or have passed.

Cory said he will contact Kathleen to see what the situation is.

i. Executive Director
Cory said that we have selected the top 5 candidates and have scheduled interviews between now and the end of the 1st week of March.

9. Future Forums

a. 2019 Forum: Juliet Little said that she had Cory send out a proposal to increase the registration fee to make sure we cover the food and beverage costs. We would like to not have to increase every year, so we hope to increase it for 2019 and keep it at that
level for a few years. Pete d’Oronzio asked if we know what proportion of
registration fees at other conferences goes to cover meals. Do the sponsors cover the
gap between income and the meal costs? Cory said that in the past, sponsoring a meal
didn’t end up covering the gap. Also, Pete asked if by increasing the forum
registration we are hamstringing the new executive director. Rhonda asked if the
expense numbers are close to actuals or estimates only. Karla said that some of the
numbers are estimates and they are purposefully a bit high, but not much. AV and
giveaways are possibly a bit high, but the vendor income estimate is actually a
stretch. Pete d’Oronzio said that increasing attendance should make a big difference.
Rhonda asked if we think an increase would hinder attendance. Cory said that if we
increase it by only $50, we will probably have to come back again in a couple of
years and increase it again. If we increase it by $100, what are we offering for that
increase? Pete said that we should either wait for a year or at least wait until after we
hire the executive director. Kellee and Juliet said that we can’t change the fee once
the registration goes live. We do have the option of postponing registration until we
have the executive director on—a month from now or perhaps a bit longer. Cory said
that we are planning to complete interviews the first week of March for the top 5
candidates. Assuming we can hire one of those individuals and they can start quickly,
we might have someone onboard before the next meeting. Bob Rasmussen said that
he is not in favor of small increases every other year. The $50 bump would be about
$12,000. The Executive Director will work for the Executive Board. That person
shouldn’t necessarily have a say in what the Board decides the fees are. Bob
recommended that we move ahead to increase the fee now with a $100 increase.

**MOTION**
Karla Houston moved to increase the fees for the 2019 at each level other than
spouse/guest by $100, and increase the 1-day registration by $50.
Juliet Little seconded.
Motion carried.

10. Old Business

a. No old business.

11. New Business

a. 

12. Next meeting March 27, 2019. Conference call details to be announced by Cory.

13. Adjourn

**MOTION**
Eric Tang moved to adjourn
Patrick Dolan seconded

Motion Carried

Meeting adjourned at 2:23 PM Central.

Submitted as Draft for review on 2/20/2018 by Robert A. Scopatz, Secretary

Approved as amended on 3/27/2019 by a vote of the ATSIP Executive Board on 3/27/2019