ATSIP Executive Board Meeting
Via Teleconference/webinar
April 17, 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. (absent)
Rhonda Stricklin, Alabama, university researcher
Eric Tang, District of Columbia, consultant
Sladjana Oulad Daoud, California, DMV

Non-Voting Attendees:
Ralph Zimmer, Co-Parliamentarian
Jill Hall, TSASS
Tara Casanova Powell, Executive Director
Jenny Guarino, FMCSA
Luke Johnson, NHTSA
Jim Davis, Co-Parliamentarian

1. Call to Order, Attendance/Quorum, Introductions
Bob Scopatz announced a quorum 1:04 PM Central
Cory Hutchinson called the meeting to order at 1:04 PM Central

2. Approval of Minutes from March 27, 2019
Ralph Zimmer asked for clarification of line 134’s list of names on the committee. Patrick
Dolan suggested removing Chris’ name from the list of committee members. On line 148,
Rhonda Stricklin said that the date of the email was wrong. The correct date was March 22nd

MOTION
Kellee Craft moved to approve the minutes of the March 27th, 2019 Executive as
amended at the 4/17 Executive Board Meeting
Sladjana Oulad Daoud seconded.
Motion carried.

Cory asked if we should email all members to let them know that the minutes are posted
when they go final? Luke Johnson said that it might be more useful to send just an action
item list. Pete d’Oronzio said that it’d make more sense to attach that to some other thing we send out to members. If it’s just about the minutes, he thinks people would just block us. Sladjana said that maybe you could just point them to the link online versus sending the minutes. Ralph Zimmer said that he would like to get the final adopted minutes in an email. Pete said we could add “receive emailed minutes” as an attribute in the membership database so that it could automatically go to anyone who wanted to get a copy of the final minutes.

3. Executive Director: Cory Hutchinson
Tara thanked the board for the position and gave a brief overview of her prior experience in consulting as a private firm, with TIRF/USA, and Preusser Research Group. She talked about her prior experience running non-profit organizations.

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 sent the monthly financial statement via email and Cory reviewed the balances.

MOTION
Bob Scopatz moved to approve the March 31, 2019 Treasurer’s Report.
Juliet Little seconded.
Motion carried.

7. Executive Director’s Report: Tara Casanova Powell
Tara said that the Forum will be a major priority, especially with respect to increasing attendance and vendor participation. She would like to develop methods to improve continuity from year-to-year by creating descriptions of various committee. She would like to have a discussion with each of the Executive Board members to get input and perceptions. Would like to, for the first few months at least, hold a meeting with the executive board members. The current committee structure will be useful based on what Karla has already put together. Other early tasks are to take a look at our branding—ATSIP doesn’t have a very strong brand. Looking at the two websites, they aren’t consistently branded. The Forum webpage doesn’t really show ATSIP very recognizably. Would also like to look at our distribution list—we would like to have more regular communication. She has also started talking to several organizations she works with to build closer relationships. On the list are GHSA, IACP, National Coalition for Safer Roads, National Association of Drug Court Professionals, National Association of Judges, UNC Highway Safety Center, Indiana Criminal Justice Institute. We also want to diversify our funding stream.
Bob Scopatz suggested that Tara also talk to the USDOT liaisons, Luke Johnson, Jenny Guarino, and Bob Pollack as people who would have good insights into how the organization could improve.
Rhonda Stricklin said that there’s a new website pending implementation. Tara will speak with Kellee Craft. Kellee said she can send Tara the link to the mockup.

Cory added that we would like to set up monthly meetings with Tara and the Board. It’s also likely that we will need to increase the length of our in-person board meetings to allow time for additional activities, especially for strategic planning.

8. Liaison Reports:

a. NHTSA: Luke Johnson
   The DOT TRCC met today to review the abstracts for the Forum. Nothing else to share at this point.

b. FHWA: Robert Pollack
   No report

c. FMCSA: Jenny Guarino
   No report

9. Committee Reports

a. Membership: Bob Rasmussen
   No new membership applications this month.

b. Best Practices: Chris Osbourn & Juliet Little
   Chris said that they have 8 submissions to date. The committee’s next meeting will have all submissions available for review. Patrick Dolan said that the Forum website “Award” page has application forms for the best practices awards. He thinks those two links should be removed because we aren’t using those forms. Rhonda Stricklin asked if the awards deadline is extended through to the end of abstracts submittal period (May 3). The online forms have a different (earlier) date. Eric Tang asked if the descriptions of the awards types can stay on the website after we remove the links.

c. Awards Committee: Eric Tang
   We have no nominations yet. Nominations close the beginning of May. We are missing a description of the Distinguished Achievement Award. The Scott Falb Award description is there already. We don’t need a description of Emeritus Awards. Eric will work with Kellee Craft to make sure we have the latest, approved descriptions.

d. Newsletter: Cory Hutchinson
   A newsletter went out on 4/10. We didn’t get a bump in registrations.
   Tara asked if there is already a way set up to do weekly updates reminding people to register for the Forum. Kellee agreed that that would be very useful. Tara asked for an
estimate on how long it would take to implement a weekly send-out.

e. Outreach Committee: Rhonda Stricklin
Rhonda Stricklin said we had a March 7th combined outreach and integration phone call. It was well attended. Bob Scopatz, Cindy Owens (Maine) and Dan Morgan (NHTSA) were speakers. Rhonda said that the next call will be in May. She will send out the date and time.

f. Program Chair Committee: Karla Houston
Karla said she will send a separate email updating people

g. ANSI D16 Standards Review Committee: Tim Kerns
Jill Hall said that we have an audit coming up in August.

h. Nominating Committee: Kathleen Haney
Cory said that nominations went out.

i. Constitution Committee: Patrick Dolan
Patrick said that he sent out a scheduling request so they can set up a meeting.

10. Future Forums

a. 2019 Forum: Juliet Little
Juliet Little said the hotel has a new executive chef and we just got the menu. We are picking the selections now. The bags are selected. We are working on a design for the custom pin. Working on going to the Austin bat bridge as an outing. We have selected the exhibitor support company. We are still working on getting a sponsor for the gift to go in the bags. Juliet said that she is in contact with Luke in the Fed’s abstract submissions. Save-the-date cards were ready and handed out at Lifesavers by Tara. Tara will take them to other conferences as well.

Karla Houston said that the hotel is charging a service fee for A/V support even if we use a third party. That’s in the contract. It seems like we’re stuck with that fee. It’s possible if we use the in-house A/V team we could possibly get them to waive the fee. Cory said that we should add this issue to the list of criteria for selecting hotels in the future. It’s possible that we need to look at a different contract support provider so we don’t get surprised by things like this in the future.

b. 2020 Forum: Patrick Dolan
We have a save-the-date card ready for printing. He is also looking into places for an off-site reception. The Tennessee State Museum looks like a great place for the evening reception.

11. Old Business
No old business.
12. New Business
   No new business.

13. Next meeting May 15, 2019. 1PM Central time.

14. Adjourn

   MOTION
   Eric Tang moved to adjourn
   Karla Houston seconded
   Motion Carried

   Meeting adjourned at 2:09 PM Central.

Submitted as Draft for review on 4/17/2019 by Robert A. Scopatz, Secretary
Approved by a vote of ATSIP Executive Board on 5/15/2019.