ATSIP Executive Board Meeting
September 21, 2016 at 2PM EDT; 1PM CDT; noon MDT; 11 AM PDT
Dial in number 408-650-3123
Access Code: 898-896-589
Or Connect to: https://global.gotomeeting.com/join/898896589

ATTENDANCE:
Allen Parrish, President, USN Academy, university researcher (absent)
Kathleen Haney: 1st Vice President, Minnesota, State DPS
Cory Hutchinson: 2nd Vice President, Louisiana, university researcher (absent)
Tim Kerns, Maryland, Immediate Past President, university researcher (absent)
Bob Scopatz, Minnesota, Secretary, consultant
Shane Bates, Kentucky, State Law Enforcement
Patrick Dolan, Tennessee Department of Safety and Homeland Security
Juliet Little, Connecticut, State DOT
Joe McCarthy, Colorado, consultant
Sladjana Oulad Daoud, California, DMV
Chris Osbourn, Tennessee, Department of Safety and Homeland Security (absent)
Rhonda Stricklin, Alabama, university researcher
Eric Tang, Virginia, consultant

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian
John McDonough, NISR
Karla Houston, LSU
Jill Hall, TSASS
Luke Johnson, NHTSA
Bob Rasmussen, Treasurer
Kellee Craft, TSASS

1. Call to Order, Attendance/Quorum, Introduction
   Kathleen Haney presiding
   Bob Scopatz announced a quorum at 1:07 PM Central
   Kathleen Haney called the meeting to order at 1:07 Central

2. Approval of Minutes from August 7th Executive Board Meeting
   MOTION
   Patrick Dolan moved to approve the minutes of the August 7, 2016 Executive Board Meeting based on the Draft for Approval reflecting changes through 09/14/2016.
   Juliet Little seconded.
   Motion Approved

3. Immediate Past President’s Report: Tim Kerns
   No report.
4. **1st Vice President’s Report: Kathleen Haney**
   No report.

5. **Treasurer’s Report: Bob Rasmussen**
   Bob Rasmussen reported on the August account balances, income and expenditures. A copy of the Treasurer’s report is appended to the member’s copy of these minutes. On the ATSIP side, we gained more money from dues in August. On the Forum account, there were several bills to pay off the Forum expenses. We also picked up income for registrations.

   **MOTION**
   Bob Scopatz moved to accept the August 31, 2016 Treasurer’s Reports as submitted. Juliet Little seconded.
   Motion Approved

Ralph Zimmer asked if there was a July 31, 2016 Treasurer’s Report. Bob Rasmussen replied that it was attached to the August 07 Meeting Minutes.

6. **Liaison Reports:**
   - **FMCSA**
   - **FHWA**
   - **NHTSA**
   - **TRB**
   - **GHSA**
   - **ITE**

   NHTSA: Luke Johnson said that he shared feedback on the forum with Karla Houston. NHTSA would like Luke to work more closely with ATSIP to help increase participation/attendance at the 2017 Forum. Luke also said that NHTSA gave feedback about multiple tracks, soliciting specific speakers, and having a more robust NHTSA set of presentations about what the agency does with the data. NHTSA has some specific ideas to share at an upcoming Forum planning meeting.

   NHTSA is also moving forward with the MMUCC 5th edition and the GHSA website should have the materials for review on the MMUCC online Forum.

7. **2nd Vice President’s Report: Cory Hutchinson**
   Karla Houston said that Cory was called to a meeting. Karla said that they are working on the issues raised by Luke in the NHTSA briefing. They are looking forward to working with Luke on that. Cory said that he could supply a person to run the Best Practices if needed.

   They are in discussions with MobiSoft and Samsung about sponsorships as well.

8. **Committee Reports:**
   **Membership**
   (Bob Rasmussen)
   We have three new member requests:
   - Clint Farr, Alaska Department of Transportation & Public Facilities
   - William Kovarik, Nebraska Department of Roads
   - Denise Yeager, Georgia Department of Public Health

   **MOTION:**
   Rhonda Stricklin moved to accept all three candidates at the Member level.
   Joe McCarthy seconded
   Motion Approved
Outreach (Hadi Shirazi and Rhonda Stricklin)

Rhonda Stricklin said that she will be working with Hadi to pursue outreach through the TRCCs. Hadi said he could use additional help reaching out to specific communities. At the meeting at the Forum, we decided that we should pursue outreach at other conferences such as GHSA. This will be discussed and expanded soon.

Karla Houston said that she can help with the TRCC outreach. Kathleen invited others to send Rhonda an email if they are interested in helping with the outreach.

Eric Tang said that he would help with periodic webinars to keep the ATSIP organization active year round.

Best Practices (TBD)

Kathleen Haney said that Allen Parrish will confirm an assignment.

Cory Hutchinson has said that Mark Verret on the LSU staff could take this on, but perhaps we can get a board member to lead this. Board members who are interested should let Allen know.

Awards (Eric Tang)

Eric Tang said that after the Forum, he and Bob Rasmussen discussed how to codify reimbursements for the awardees so that the conversation doesn’t have to happen de novo each year.

9. Old Business

a. ANSI D16.1:
   Jill Hall said that Joan has put together the list of issues identified at the forum. She sent a survey to the Consensus Panel. Unfortunately, there are some issues going away from agreement with MMUCC and that may cause problems. Hoping to have a final vote by the end of October.

b. 2016 Traffic Records Forum Wrap-up report (Tim/Chris/Cindy)
   No report.

c. 2017 Traffic Records Forum [including update on early sponsorships] (Cory)
   Karla Houston said that it will be at the Sheraton. We are talking to the hotel to see if there is an option to expand the event. Our group is the only one at the hotel at that time. If attendance grows, we should be able to expand.

   Cory is talking to three vendors who may become Platinum sponsors. MobiSoft and Samsung are considering corporate sponsorship.

   Bob Rasmussen said that during the Forum we had a discussion on raising the registration and vendor fees. Karla said that Cory is in favor of raising the registration fee. He’d like to keep the vendor fee where it is for now in order to attract more vendors.
Kathleen asked if Bob will put together a proposal for the new registration fee for consideration at the next Executive Board meeting. Bob Rasmussen said that he would put that together and Karla agreed she could work on that and have it ready to send out.

Rhonda Stricklin said that we should increase the registration. We should look to see how much of our costs are covered by registration. She reminded us that the exhibitor rates went up. Chris Corea implemented a per-foot method of charging and the costs did go up for exhibitors from $800 to about $1500.

d. 2018 Traffic Records Forum (Chris Osbourn)
   No report.

  e. Other Old Business?

10. **New Business**

a. Appointing a Best Practices Chair – any volunteers?
   This was already discussed earlier in the meeting.

b. Ideas for outreach to TRCCs (Rhonda)
   This was already discussed earlier in the meeting. Kathleen Haney volunteered to be part of the group discussing this.

11. **Good of the Association:**

   No items

12. **Next meeting, October 19th, 2016 same contact information and time.**

13. Adjoin

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

    Meeting adjourned at 1:50 PM Central time

Submitted 09/21/2016 as Draft for Review by Robert A. Scopatz, Secretary
Draft for Approval reflecting changes received through 9/21/2016
Approved by a vote of the ATSIP Executive Board on 10/19/2016