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

Non-voting attendees:
Ralph Zimmer, Co-Parliamentarian
Luke Johnson, NHTSA
John Siegler, NHTSA
Jill Hall, TSASS
Bob Rasmussen, Treasurer, VDOT (retired)
Bob Pollack, FHWA
Karla Houston
Joan Vecchi, TSASS
John McDonough, NISR
Pete D’Oronzio,
Mark Dicarmen, TXDOT
Dave Bozak, InfoGroup

1. Call to Order, Attendance/Quorum, Introduction
   Bob Scopatz announced a quorum at 9:08 AM Central Time
   Allen Parish called the meeting to order at 9:08 AM Central

2. Introductions
   The attendees introduced themselves

Approval of Minutes from July 19, 2017 Executive Board Meeting
Allen asked for any questions or comments. Bob Scopatz read in a list of changes
supplied via email by Ralph Zimmer. These were:
  • Lines 41ff. The words "Shane Bates moved to approve the minutes of the
    June 21, 2017 Executive Board Meeting based on changes made through
    today’s Executive Board Meeting" are ambiguous. You sent out draft minutes
dated June 21. Were those the minutes that got approved? Were there ANY changes after that? If so, they need to be clearly stated (e.g., the motion granting the Parliamentarians $20,000 each). If there were no changes, then the words "changes made through today's Executive Board Meeting" are not only superfluous but are confusing. In other words, if on July 19 we approved the minutes dated June 21, that should be clearly stated.

- Line 79. Conceivably not all future or even present readers of the minutes will know what D16 is. Could you insert a few words giving at least a clue as to what D16 is?
- Line 90. This will probably sound like a completely unnecessary and silly change, but I would recommend something like "2017 Forum (New Orleans)". 
- Line 121. "member level" should be "Member level". GRADES of membership need to be capitalized (e.g. "Bob Scopatz is a Fellow", not "Bob Scopatz is a fellow"). The entire collection of individuals belonging to ATSIP are the members (lower case) of ATSIP.
- Line 133ff. I feel this is an essential change. Please clearly state the names of the two award winners and the respective awards they are receiving.

MOTION
Patrick Dolan moved to accept the minutes of the July 19, 2017 Executive Board Meeting as submitted.
Kellee Craft seconded.
Motion Approved

3. Immediate Past President’s Report: Dr. Tim Kerns
We have received 23 ballots via email to date.

4. 1st Vice President’s Report: Kathleen Haney
Kathleen deferred to the Executive Director’s Report later in the meeting.

5. Treasurer’s Report: Bob Rasmussen
Bob Rasmussen reported on the June 2017 ATSIP and TR Forum account balances. A copy of the report is attached to the members’ copy of these minutes. Rhonda Stricklin asked if there had been any payments to the Sheraton New Orleans, Bob said that there had been.

MOTION
Tim Kerns moved to accept the July 31, 2017 Treasurer’s Report as submitted
Kathleen Haney seconded.
Motion Approved

6. Liaison Reports:
FMCSA   FHWA   NHTSA   TRB   GHSA   ITE   NSC

FHWA:
Bob Pollack said that several contracts have been awarded in recent weeks. The MIRE FDE strategies that came as part of the 2017 Strategic Plans for Traffic Records have been received by FHWA. The Office of Safety will send comments back through the Division Office safety program managers by the end of 2017. Kathleen Haney asked if the comments will go to the
TRCC coordinator in each State. Bob said the comments will go to the State DOT, but they should be shared with anyone who worked on them. Juliet Little asked if those comments be addressed in future Strategic Plans. Bob said that it should be up to the States how they handle it, but the Division Offices will coordinate with the States to update it as part of the annual HSIP update.

**NHTSA:**
Luke Johnson said that MMUCC 5th edition was released officially a week ago. He shared NHTSA’s appreciation to all who worked on it and the ANSI D16.1 effort (see agenda item 8 for information). There are two sessions here at the Forum about MMUCC, including the final session of the Forum on Automated Vehicles. NHTSA will review this “dynamic” data element every year at the Forum and any others that arise for annual review.

The 5-year cycle of Traffic Records Assessments is now complete. NHTSA is looking forward to analyzing the data from the States. There are other organizations asking if NHTSA can share the data as well. NHTSA is working on how to mine the data to discover ways to help the States. There will be a brief break in Assessments to make updates to the STRAP system. The new round will start in Winter of 2018 and there are only two States in that round (Indiana and Texas).

The analysis of FARS is ongoing.

April of 2019 is the deadline for complying with the serious injury crashes.

A follow-up to the Noteworthy Practices report is now started. The new project will define the components of a noteworthy Strategic Plan. The contract was just awarded and we will be discussing it at the TRCC Roundtables.

Kathleen Haney asked about the 405c application approval process—does no questions mean that it’s approved. Luke said that if a State hasn’t received questions at this point their plan is probably approved.

**7. ANSI D16.1 (Jill Hall and Joan Vecchi)**

ANSI D16.1 is the National standard for classification of motor vehicle crashes. It defines data elements and classification scenarios.

Jill Hall said that we filed for approval July 1, and ANSI published it later in July. The draft is also posted at ATSIP.org. The posting period with ANSI should September 11, 2017. Jill asked the group if we would grant a no-cost extension and the answer was yes to add time extension to the end of the calendar year. Jill also asked for opinions on the color scheme for the cover. Cory offered assistance from his graphics staff.

**MOTION**
Bob Scopatz moved that we grant a no-cost extension to TSASS to support the ANSI D16.1 effort through the end of calendar year 2017.
Juliet Little seconded.
Motion approved.

**8. 2017 Forum**

2nd Vice President’s Report: Cory Hutchinson
Cory Hutchinson said that at last count we have 377 registered attendees. That is an increase over last year. There are 100 presentations this year. We have 24 vendors raising
about $75,000. Expenses for food is high this year, but the food is excellent. We anticipate making roughly $30,000. The expenses are still being adjusted as we go through the week so that number may change. We spent more in some areas, especially with respect to vendors including giving them a room for demos and putting their name/logo on the lanyards. Almost half of the vendors this year are new. Allen Parrish acknowledged Cory and his staff at LSU who made this conference possible and the increase in the number of vendors.

Cory added that he tried to bring in some of the big data analytics firms as vendors. He said that some of the hardware vendors might be interested as well.

Cory also suggested that we need more continuity across the years for Forum planning. Allen Parrish said that perhaps a standing committee for Forum planning would be a good idea.

Ralph Zimmer asked about the suggestion to go away from a printed program to use the app. Cory said that the app is much more cost-effective than a printed program. The paper program is static and can’t be updated once printed. With the app and online resources, we can accommodate the last minute changes. We also can get the session reviews automatically through the app. It is true that the printed program can give more recognition to the vendors. The printed program doesn’t accommodate the session abstracts well either. Ralph said that he and others who are vision impaired can’t use the app. A pdf available on the website would accommodate that. Pete D’Orazio asked if the app has advertisements. Cory said that we can put ads from the sponsors and you can highlight the higher-level sponsors more than others with more time per display. It’s a logo and link. Rhonda Stricklin said that a pdf-version of the program can be very short and not include the session abstracts.

Luke Johnson asked about moderators this year. The question is whether we can find ways to match moderators to sessions in a way that they add value to the session because they have subject matter expertise in the area being discussed. Cory said that it would be good to have volunteers. He said that he reached out to his staff and the Louisiana TRCC to handle moderation this year. There was a problem this year because he didn’t receive contact information from the speakers and that makes it difficult for moderators to get in touch with the speakers.

9. Membership

There are seven new applicants to vote on all at the Member level: Bala Akundi, Jay Besse, Shane Crawford, Ryan Klitzsch, Chelsea Palmateer, Captain John Riles, and Steven Strength.

MOTION
Bob Scopatz moved to accept all at the Member level
Tim Kerns seconded.
Motion Approved

10. Best Practices (Chris Osbourn, Juliet Little)

Chris Osbourn said that we have three top presentations for each of the sessions. Ballots are ready to use and awards will be included in the Tuesday luncheon. We had more
submissions than we had spots for. We have an international submission this year (from New Zealand). Patrick Dolan said that the abstracts were difficult to judge and even for Data Visualization only one applicant sent in a visual. Cory said that the number of applications has grown since we included a check-box on the website. Kathleen said that we should make the website check-box more specific so that there is less confusion among the applicants as to which they are applying for.

11. Awards (Eric Tang)
The two awards are ready for Tuesday’s presentation. Cory Hutchinson and Sean McLaurin will be receiving awards. The award portion of the luncheon will last 30 minutes. Eric said that we are also trying to codify the reimbursements.

Kathleen Haney said that Bob Rasmussen updated the unofficial Board policy that had not been approved before now. Bob Rasmussen said that he updated the policy in general and added a section for Travel Expenses. He described the policy and said that Kathleen will send it to the full Board for a vote at the next Executive Board meeting. He read the list of cost provisions related to airfare, meal reimbursement, complimentary registration, hotel, and incidentals. Airfare will be paid for the attendee “plus-one” in order to cover spouse or significant other (airfare only).

Ralph Zimmer suggested that we should extend the same cost reimbursements to the Scott Falb award. Bob Rasmussen said that the intention is to add the same language to the Scott Falb award as well.

Ralph also said that the First Vice President is responsible to maintain a record of ATSIP’s policies. Kathleen said that she has a compilation of policies and plans to make it electronically available once she scans the items she has in a binder. Ralph suggests that the resulting document should be shared with all Executive Board members.

12. Executive Director (Kathleen Haney)
Kathleen Haney said that we have sent our three-page position description to the law firm who made some additional suggestions, including developing a more detailed list of responsibilities. We had hoped to have the person hired before the Forum, but we weren’t able to finish the process in time. We also need to find a firm to handle payroll.

Ralph Zimmer said that we may want to exercise caution in how we evaluate performance of the new Executive Director as we may want to factor in the choice of venue in our estimates of how much attendance should increase as a result of their efforts.

13. Newsletter (Dave Bozak)
No report.

14. TRCC (Rhonda Stricklin)
Rhonda Stricklin reported that the committee has met via teleconference several times. She said they are considering sending a survey out to the States. They have collected several ideas for topics in future calls.

Dave Bozak said that the National Safety Council used to make a room available to hold a TRCC meeting at the Forum.
Luke Johnson said that the TRCC Outreach is tied to the TRCC Roundtable at the Forum. The CDC is also working with the TRCC Roundtable effort on data integration. He said that it would be good to expand the data integration effort and be sure to include the CDC. Cory said that the TRCC Roundtables are an excellent opportunity to share information. Bob Scopatz said that he would be happy to support the data integration effort if ATSIP decides to set up that effort at multi-state integration. Patrick Dolan also supported the idea. He said that their integration efforts are mostly ad hoc and it would be useful to have a more holistic approach. Luke said that he’s hearing a great deal about how States are not really sure what to do with integrated data. Juliet Little said that it is a very good idea and that this might be a way to bring more people to the Forum. Joe McCarthy said that there’s a lot to discuss here with both technicians and analysts, perhaps separately. He suggested that we try to attract decision-makers as well as the typical data integrators. It would give more vision and context. Tim Kerns said that the two groups do not talk very often and it is a very good issue to tackle if we can. Allen Parrish closed out the discussion by saying that this is likely to be an issue for the next ATSIP President to address. Luke Johnson said that it offers the opportunity to add a Data Integration group in addition to the TRCC/Forum Outreach. We can decide later who should lead this and if it would be a separate duty added to Rhonda’s portfolio.

15. Nominating Committee (Tim Kerns)
   No report. Their work is completed for this year.

16. Future Forums
   a. 2018 Forum (Chris Osbourn and Patrick Dolan)
      Allen Parrish said that Chris would like to put the committee in place for planning the 2018 Forum in Milwaukee. Chris Osbourn said that he has time during one of the luncheons to talk about the Milwaukee Forum. Andrea Bill is also going say a few words. There are some opportunities for tours of relevant facilities such as crash testing and autonomous vehicles. The Highway Patrol has been alerted that our request will come soon. Chris said that he would like to have some new people involved in the Forum planning committee, and including (once hired) the Executive Director. Kathleen asked if the Forum Guide is ready—Cory deferred to ask Karla Houston about it. Cory asked if it’s always been the case that the Federal Agencies present on Sunday. Luke Johnson said that in the past it was mostly training on Sunday, but not the case in recent years. Bob Pollack said that FHWA would have no problems with anything being presented on Sundays. Luke Johnson said that the only issue is to keep expenses down. Bob Rasmussen said that there were requests a few years ago to shorten the conference, and the comments were both about expenses and extended time away from their offices.

      Ralph Zimmer said that the Executive Board meetings used to extend into the afternoon and that limited what the program could include on Sunday to only use the late block on that day in order to not conflict with the Executive Board meeting. Rhonda Stricklin asked if the evaluations include any questions about the length of the Forum. Cory said that he could add that to the follow-up evaluation.

      Kathleen Haney asked if we should move to establish a subcommittee. Ralph
Zimmer said that the Constitution allows for the 2\textsuperscript{nd} Vice President to establish a committee for the purpose of Forum Planning. Allen suggested that interested parties let Chris and Kathleen know and the committee can be established shortly. Sladjana Oulad Daoud asked if there was any sort of written guide to putting on the Forum. Cory said that Karla is working on one based on materials from Rhonda Stricklin and their work on this year’s conference.

b. 2019 Forum (Rhonda Stricklin)
Rhonda Stricklin said that we have signed with the Renaissance in Austin, TX. Cory asked if the Executive Director will be functioning as the more official program chair or if that would fall to the 2\textsuperscript{nd} Vice President. Kathleen Haney said that the ATSIP Constitution says that it’s among the duties of the 2\textsuperscript{nd} Vice President. Rhonda suggested that the 2\textsuperscript{nd} Vice President’s duties be limited to arranging the program and the Executive Director would take on more of the logistics issues and that would be benefit from continuity.

17. Old Business
Dave Bozak said that we put out a challenge for members to reach out to the new attendees and an invitation to those attendees to look for the Executive Board during the meeting. The newsletter also pushed for attendance at the General Meeting. Bob Scopatz suggested that we make sure to mention it at the two luncheons.

18. New Business
Ralph Zimmer asked for a point of privilege to acknowledge the first woman Chair (Joyce Emery) who was succeeded by Judy Froseth. Both had asked Ralph to express their greetings and continued interest in the organization.

Sladjana Oulad Daoud asked if there a way to change the time or day of the monthly meeting because it conflicts with their TRCC. Kathleen suggested that we send out an electronic poll to figure out the best time.

19. Next meeting, is TBD

20. Adjourn
MOTION
Eric Tang moved to adjourn
Cory Hutchinson seconded
Motion Approved
Meeting adjourned at Noon Central time

Submitted as Draft for Review 8/6/2017 by Robert A. Scopatz, Secretary
Submitted as Draft for Approval 10/16/2017 by Robert A. Scopatz, Secretary
Approved by a vote of the Executive Board on 10/18/2017