ATSIP Executive Board Meeting
Minutes
December 19, 2012
Conference Call

Attendance:
Marty Pollock, President
Nils King, 1st Vice President
Cynthia Burch, 2nd Vice President
Hadi Shirazi, Past President
Bob Scopatz, Secretary
Kathleen Haney, Minnesota
David Harkey, North Carolina
Cory Hutchinson, Louisiana
Tim Kerns, Maryland
Angie Schmit Langanke, TSASS by proxy to Nils King
Joanna Reed, NISR
Ward Vanlaar, TIRF by proxy to Bob Scopatz

Non-Voting Participants:
Jim Davis, Co-Parliamentarian
Dave Bozak, InfoGroup
Kara Mueller, TSASS
Dan Crane, Helms-Briscoe

1. Call to Order, Attendance/Quorum, Introduction (Marty Pollock)
   Bob Scopatz announced a quorum at 1:04 PM
   Marty Pollock called the meeting to order at 1:04 PM

2. Minutes (Marty Pollock)
   Approval of Minutes from November 28, 2012 Executive Board Meeting
   
   MOTION:
   Hadi Shirazi moved to accept the minutes of the November 28th, 2012 Executive Board Meeting
   Cory Hutchinson seconded
   Motion Approved

3. 1st Vice President’s Report (Nils King)
   Nils King reported said that he has received responses to the survey about the mid-year meeting. He said this was an attempt to open up the discussion of whether or not we wanted to move the meeting to a later date and a different place. This would not affect the 2013 meeting date/time.
   
   From the survey, it appears that there is not complete consensus. There was clear interest in having our meeting at the venue for that year’s forum and several comments that we
should try to get the meeting costs included in the initial contract with the conference venue.

Hadi Shirazi said that he could provide a location for free in Baton Rouge, Louisiana and there would be an opportunity for low-cost catering. There are also reasonably low cost accommodations available through LSU.

Cindy Burch said that there might be some problem for people to secure funding to travel for purely an ATSIP meeting rather than attached to a conference that they would otherwise be attending.

Hadi also said that some of our federal partners would have trouble traveling to some of the alternative conferences.

Bob Scopatz suggested that as long as we can set up a conference call it really won’t be a bad idea to keep our meeting face-to-face at TRB and another at some point closer to mid-year. Hadi said that the facility he suggested also has conference calling available for free.

Marty Pollock said that we will get in contact with our Federal partners to discuss their concerns (if any) about moving the date/venue for our midyear meeting, especially to see if they can get travel approved for attendance at a meeting if it is not associated with a conference.

4. Treasurer Report (Bob Scopatz on behalf of Bob Rasmussen)
Bob Scopatz read the November Treasurer’s report as submitted by Bob Rasmussen. The Treasurer’s report is appended to the members’ version of these minutes.

Marty Pollock said that he has the final bill from the Beau Rivage and he is still working through the numbers with Mississippi and will have numbers available for the Board meeting in January.

5. Liaison Reports
FMSCA: None
FHWA: None
NHTSA: None
Others: None

6. Committee Reports
a) Constitution (Ralph Zimmer and Jim Davis):
Jim Davis said there is nothing to report. All of the changes to the Constitution have been voted on and approved. The ATSIP website has a copy of the Constitution. Bob Scopatz said that he will submit the Constitution when he renews the ATSIP business license in Minnesota. Jim also said that there may still be some pending changes to the By-Laws that we have to take care of before we renew the business license.
b) Professional Certification Committee (Dave Bozak)
   Nothing to report at this time.

c) Best Practices (Tim Kerns)
   Nothing to discuss at this point.

d) ATSIP Strategic Planning (Bob Scopatz Acting Chair)
   Nothing to report. We will kick this effort off in January.

e) National Agenda (David Bozak Acting Chair)
   Nothing to report at this time. It looks like NHTSA may defer providing support, but we can take care of some secretarial tasks (e.g., eliminating references to NSC).

f) Membership/Outreach (Hadi Shirazi)
   No report.

g) Data Quality & Improvement (Bob Scopatz)
   We will get this going again in January.

h) Policy/Positions & Resolutions (Kathleen Haney)
   Nothing new at this time.

7. MS2K – Dan Magri or designee
   Dan said that there is no movement on this. It is looking like MS2K+ is going to wait until after the Indiana pilot.

8. 2013-2014 Nominating Committee (Hadi Shirazi)
   Nothing to report.

9. Web Site Progress (Dick Paddock, Angie Schmit)
   Kara Mueller said that the membership system was in disaster recovery and should be back up on Friday. As of January 1, Kara will be the main ATSIP contact on TSASS support. Dick Paddock asked if we could set up JAD sessions (hopefully before TRB) on new system development. He would like to start with Marty and Cindy soon—perhaps this week or next. Hadi suggested that Connie Boudreau be invited to participate in the JAD sessions as well. Marty agreed. He will get back to Kara with possible dates for the JAD.

10. 2nd Vice President’s Report, 2013 Forum (Cynthia Burch)
    Cindy Burch reported that the Forum planning conference call will not be in December, but the group will start having regular contact in January. She has sent information to the people who expressed interest in serving on the planning committee. Anyone else who would like to be in on that discussion should contact Cindy.

    We need someone to help out with getting vendors. There are some big local vendors (Image Trend and 3M) that we would like to contact. We also want to have “Save the
Date” cards ready before TRB. If anyone has a copy of past cards, please share them with Cindy.

Cindy is also looking for ideas on speakers.

11. New Business –
   a. 2015 Traffic Records Forum Site Locations (L. Dan Crane- Helms Briscoe)
   Dan Crane discussed the list of venues provided in an email to Marty Pollock. He said that we eliminated several properties that had words “resort” or “casino” in their name. Also eliminated some that didn’t have availability on the dates we desired. They used the same space requirements as were used for 2013 and 2014. There are 10 hotels that offered the prevailing Federal rate and also meet our requirements.

   Marty said that the board will consider the top 10 and get back to Dan after our January meeting. Dan said that we have 1st option holds on the top 10 until mid-January.

   b. Graphic Artist – Cindy Burch
   Cindy Burch asked about ATSIP employing a graphic artist on a contract basis. We should compile a list of the needs and see if we can get bids and find someone to help us. Kathleen Haney said that it would be a great idea. Cindy said she will take on the job of compiling the list. Marty asked if we could get a ball-park idea of the costs. Cindy said that she will ask her colleague for some rough estimates. David Harkey said that their design services unit could also take a look at the requirements and give us some ideas.

12. Future Executive Committee Meetings – January 12, 2013, 8:30 am – 5:30 pm
   Marriott Wardman Park, Coolidge Room, Washington D.C.

13. Adjourn

   **MOTION**
   Bob Scopatz moved to adjourn
   Hadi Shirazi seconded
   **Motion Approved**

Submitted for review 12/19/2012 by Robert A. Scopatz, Secretary
Submitted for approval 1/3/2013 by Robert A. Scopatz, Secretary