

1 **ATSIP Emergency Meeting**  
2 3/27/2020  
3 Via teleconference  
4 10 AM Eastern; 9 AM Central; 8 AM Mountain; 7 AM Pacific  
5

6 Attendance:  
7 Jamie Whelan  
8 Juliet Little  
9 Pete d’Oronzio  
10 Patrick Dolan  
11 Karla Houston  
12 Cory Hutchinson  
13 John McDonough  
14 Eric Tang  
15 Chris Osbourn  
16 Rhonda Stricklin  
17 Staci Hoff  
18 Stacey Manware  
19 Bob Scopatz

20 Non-voting attendees:

21 Tara Casanova Powell  
22 Sladjana Oulad Daoud  
23 Jenny Guarino  
24 Luke Johnson  
25 Hadi Shirazi  
26 Tim Kerns  
27 Kellee Craft  
28 Jill Hall  
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32 Bob Scopatz announced a quorum at 9:15 Central  
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34 Chris Osbourn said that we’ve been discussing the forum in August and States suspending travel and the  
35 unknown date for that situation to change. We are seeing other conferences and events in our similar  
36 timeframe being cancelled.  
37

38 We rely on registration and exhibitor fees to pay for the forum. If we have low attendance or  
39 cancellations, we would be at a disadvantage. The longer we wait to cancel the less likely the hotel  
40 would be to let us postpone or cancel. If they hold us to the contract we would be in serious financial  
41 difficulties—we would owe \$170,000 and that would bankrupt our organization.  
42

43 We reached out to the hotel. They are holding some of their clients to the contract language. We

44 discussed moving the date to 2023. Since we already have a contract in place for San Diego and Denver  
45 we would prefer to just move Nashville's forum to 2023 rather than have to move the others as well.

46 Moving to later in 2020 is still an uncertain proposition because we don't know what the restrictions will  
47 be with respect to State approval of travel.

48

49 The hotel has said they would be willing to modify the contract to 2023 at no penalty or fee.

50 We did offer to put a deposit down in order to show our commitment.

51 We need a motion to postpone the 2020 TR Forum and to authorize the executive officers to modify the  
52 contract with the Downtown Renaissance Hotel to dates in 2023.

53

54 DISCUSSION:

55 Hadi asked if we know what the possible date ranges are in 2023?

56 They gave us dates in early July 8-for a Sunday-Wednesday. Also after Labor day, but that's less  
57 appealing.

58 Juliet said that we need to jump on this. We don't know how long they'll leave the offer on the table.

59

60

61 Pete d'Oronzio asked if perhaps the hotel would negotiate to take any number we can get there this  
62 year.

63 Tara said that the hotel said that the options were to pay the liability and then reschedule. So, we didn't  
64 want to ask them to go that route. It would be easier logistically to just accept the postponement offer.

65

66 Hadi Shirazi said that AASHTO is cancelling events and they reported they are being charged \$50,000.  
67 Our deal with the hotel is VERY good and unexpected.

68 Rhonda asked how we got them to agree to it. Chris Osbourne said that they made it clear that holding  
69 us to the contract would bankrupt us and they were understanding. They didn't have to do that, and  
70 we're very grateful.

71 NOTE: Rhonda Stricklin took over the minutes—thank you Rhonda!

72 Hadi Shirazi stated we should go with the July dates. He said the September dates would present a  
73 problem with funding due to it being at the end of the fiscal year.

74 Bob Scopatz stated that he agreed with Hadi on that and he thought we should go with July dates. Bob  
75 said he supports this decision.

76 Patrick Dolan said we did not need to do the Sept. dates because they have their HSO conference at  
77 those same dates.

78 Luke Johnson said he felt we need to postpone. And he agreed that the Sept dates are bad. He also  
79 wanted to state that he didn't know how this postponement will affect the NHTSA grant with ATSIP. He  
80 said he would check into it and he felt we should postpone regardless, but he wanted to mention this  
81 point.

82 Tara said they are beginning to explore ideas of doing a virtual version of TRF to some degree, if  
83 possible. It is very early in the exploration of this but would a virtual conference qualify for the money?

84 Luke said he doesn't know. He would bring that up and see what he can find out. He said the ANSI D16  
85 money would still be awarded but he just did not know how this would affect the Forum award money.

86 Rhonda asked do we need the grant money if we aren't holding the Forum. Doesn't it help pay for the  
87 Forum?

88 Chris said it will be more detrimental to have to pay the hotel fees if TRF is a failure than to not get the  
89 grant money because we postpone, if it works out that way.

90 Pete mentioned that ITE National and some other ITE conference are still holding their conferences and  
91 one is July 28<sup>th</sup> and the other is Aug. 8<sup>th</sup>.

92 Luke said he thought that was poor judgement to hold conferences in that timeframe.

93 Rhonda surmised that maybe they didn't have a good hotel option but to go forward and take their  
94 chances. Since we do have a good option, she felt we should seize it and not take chances.

95 At this point Patrick Dolan made the motion that ATSIP cancel the 2020 TRF and amend the Nashville  
96 Renaissance Hotel contract to the dates of July 8-13, 2023.

97 Eric Tang seconded the motion.

98 There was no further discussion.

99 A vote was taken and the motion carried. There was no opposition.

100 Ralph Z. spoke up and said we must have a financial report given at this meeting.

101 Cory H asked how will this affect the elections? Chris said we will still do elections. We will have to call a  
102 meeting to do the elections. Can this be done virtually? This topic will be discussed and reported back.

103 Hadi gave a financial report as of Feb. 28, 2020. Total balance as of that date was \$160,991.86. Pete  
104 made a motion that we accept the financial report. Staci Hoff seconded. Motion passed.

105 Chris said he will have a separate call with Hadi and Kellee about refunding registrations.

106 Rhonda asked if we need a motion to approve a \$10,000 deposit if that is required by the hotel to  
107 modify the contract.

108 Jon asked if we approve ahead of time or wait and see if it is required?

109 The consensus was that we go ahead and make a motion to approve so that it is ready to go if it is  
110 required for the hotel to modify the contract.

111 Patrick Dolan made a motion that the Board authorize \$10,000 for a deposit toward the 2023 TRF if  
112 needed.

113 Rhonda Stricklin seconded the motion.

114 There was no further discussion.

115 Motion carried. No opposition.

116 Juliet mentioned we need to cancel our hotel rooms if we have already booked them.

117 Chris said he would see if the hotel can cancel all the rooms in the room block. He will let us know.

118 Kellee joined the call late and asked for a quick recap.

119 Chris told Kellee to turn off the registration on the website so no one else can register. We will refund  
120 the registrations that have been made.

121 Karla and the Expo committee will come up with a proposal concerning how to handle the  
122 sponsor/exhibitor fees. We might refund or apply to 2021 TRF or might use toward the virtual  
123 conference if that materializes.

124 Tara said to hold off on making any refunds until the hotel is settled and we have a plan.

125 Pete suggested we leave the registration link as is for now. Kellee said no one had registered in the last  
126 week or so anyway, with the virus spreading.

127 Chris told Tara to go ahead and contact the hotel. Tara said she would and she will check with Patrick  
128 and Jamie and see if they want to be involved since they were the original contacts with the hotel.

129 Jill asked if we wanted TSASS to take down the website.

130 Tara said no, wait for the hotel contract modifications to be finalized.

131 Pete said he wanted to say thanks to Patrick and everyone that have been working so hard on this TRF.  
132 He knows how disappointing that must be for them and it is for all of us.

133 Chris seconded that emotion and thanked everyone for their input and being available for this call.

134 Patrick made the motion to adjourn. Jon seconded. Motion passed. Meeting was adjourned at 9:59 am  
135 Central time.

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137 Submitted 04/15/2020 by Bob Scopatz, Secretary & Rhonda Stricklin, Executive Board

138 Approved by a vote of the ATSIP Executive Board on 04/15/2020