



ATSIP Executive Board Meeting
Via Teleconference

December 18, 2019, 2PM Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

ATTENDANCE:

- Chris Osbourn, President, Tennessee, Department of Safety and Homeland Security
- Cory Hutchinson, Past-President, Louisiana, Highway Safety Research Group (absent)
- Juliet Little, 1st Vice President, Connecticut, State DOT
- Bob Scopatz, Secretary, Minnesota, consultant
- Patrick Dolan, 2nd Vice President, Tennessee Department of Safety and Homeland Security, Co-Parliamentarian
- Rhonda Stricklin, Alabama, university researcher
- Pete d’Oronzio, Colorado, Pd’ Programming (absent)
- Karla Houston, Louisiana, Traffic Record Coordinating Committee
- Joe McCarthy, Colorado, consultant (absent—connectivity failure)
- John McDonough, National Institute for Safety Research Inc.
- Eric Tang, District of Columbia, consultant
- Staci Hoff, Washington Traffic Safety Commission
- Stacey Manware, Connecticut Superior Court
- Jamie Whelan, Tennessee Department of Safety and Homeland Security

Non-Voting Attendees:

- Tara Casanova Powell, ATSIP Executive Director
- Jenny Guarino, FMCSA
- Hadi Shirazi, DOTD
- Kellee Craft, Ohio, TSASS consultant
- Sladjana Oulad Daoud, California DMV

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1. Call to Order, Attendance/Quorum, Introductions

Bob Scopatz announced a quorum at 1:06 PM

Chris Osbourn called the meeting to order at 1:06 PM

2. Approval of Minutes from November 20, 2019 Executive Board Meeting

MOTION

John McDonough moved to approve the November 20, 2019 Executive Board Meeting Minutes

Staci Hoff seconded

Motion Carried

3. Liaison Reports:

- a. American Association of Motor Vehicle Administrators (M. Pritchard)
No report.
- b. Federal Motor Carrier Administration – FMCSA (Jenny Guarino, Scott Valentine)
Jenny Guarino had no updates
- c. Federal Highway Administration – FHWA (Bob Pollack)
No report.
- d. Governors Highway Safety Association – GHSA (Johnathan Adkins)
- e. Institute of Transportation Engineers – ITE (Pete d’Oronzio)
No report.
- f. International Association for Chiefs of Police (Vincent Talucci)
No report.
- g. National Governors Association - NGA (Kalyn Hill)
No report.
- h. National Highway Traffic Safety Administration – NHTSA (Luke Johnson)
No report.
- i. National Safety Council – NSC (Ken Kolosh, Jane Terry)
No report.
- j. SAE International – Emerging Mobility (John McDonough)
John McDonough reported that the group met on October 16th and voting closed the day after that. John acted as a liaison to the committee. The public comment period ended and the document has been published as official on 11/21/2019. John provided the link to the SAE Mircomobility final documentation.
<https://www.sae.org/micromobility> This should conclude the reporting for SAE International.
- k. Transportation Research Board – TRB (Bernardo Kleiner)
No report

4. Past President’s Report: Cory Hutchinson

Chris Osbourn said we need to approve the members of the nominating committee. Cory sent the following names:

75
76 Cory Hutchinson, Chair
77 Staci Hoff
78 Karla Houston
79 Stacey Manware

80
81 **MOTION**

82 **Patrick Dolan moved that we accept the three members of the Nominating**
83 **committee: Staci Hoff, Karla Houston, and Stacey Manware**
84 **John McDonough seconded**
85 **MOTION CARRIED**

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87 5. 1st Vice President's Report: Juliet Little
88 Juliet said she has no report.

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90 6. 2nd Vice President's Report: Patrick Dolan
91 Patrick deferred to the TR Forum section.

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93 7. Treasurer's Report: Hadi Shirazi
94 Hadi Shirazi provided the monthly treasurer's report through November 30, 2019. Copies
95 of the report are attached to the members' copy of these minutes.

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97 **MOTION**

98 **Bob Scopatz moved to approve the November 2019 Treasurer's Report.**
99 **Patrick Dolan seconded**
100 **MOTION CARRIED**

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- 106 8. Executive Director's Report: Tara Powell
107 Tara provided the following report out:

ATSIP ASSOCIATION OF TRANSPORTATION SAFETY
0100001010100010100110100100101010000 INFORMATION PROFESSIONALS

ATSIP EXECUTIVE BOARD MEETING EXECUTIVE DIRECTOR REPORT

Reporting agent (ex. Past President, Liaison, Committee):
Executive Director-Tara Casanova Powell

Items to report:

- Monthly Report Submitted (Social Media Stats see attached below)
- SAM.gov/DUNS update
- Call for Committee Chairs (see attached)
 - Roles/responsibilities are currently being drafted upon completion of organizational structure
 - Appoint current proposed chairs
 - Volunteers needed for open positions
 - send call for members/chairs to ATSIP non-board members
- Proposed Organizational Structure (see attached)
 - Synthesized feedback and created final document
 - Motion to adopt
- December Newsletter
 - No information received
 - Communications and Public Relations Committee Chair proposal
- TRF 2022
 - Hilton Hotel Contract Signed (available upon request)
 - Deposit \$1500
 - Need for Chair
- January Annual Meeting
 - Agenda
 - Expand Conference
 - TSASS proposal received
 - Contracts review (Gantt Chart Format)/Competitive Bidding Process
 - TRF components
 - Extend conference Y/N
 - Young Professionals reduced registration fee
 - Sponsors
 - Exhibitors
 - Logistics
 - Strategic Plan

Action items:

- Review Organizational Structure (see document)
- Prepare for Annual meeting

To be considered for a motion by the Board (y/n):

- Organizational Structure

Need ATSIP Board approval/vote (Y/N):

- Organizational Structure

Follow up needed (Y/N): Y

- Committee Chair Vacancies

Social media analytics (11/1/19-11/30/19):

- Facebook
 - 20 page views (increase 33%)
 - 1 page previews (0%)
 - 1 page likes/follows (0%)
 - 230 Post Reach (decrease 40%)
 - 248 Post engagements (decrease 33%)
 - 0 page followers
- Twitter
 - 22 tweets (decrease 10%)
 - 18 Profile Visits (decrease 4.3%)
 - 1 mention (decrease 50%)
 - 75 followers (increase by 4)
 - 542 following
 - 3267 impressions (decrease 5%)
 - 23 engagements (number of times someone clicked on the tweet)
 - 1.2% Engagement rate (decrease by 50%)
 - 3 link clicks (decrease by 7)
 - 47 retweets (decrease by 8)
 - 28 likes (decrease by 27) (avg 1 likes/day)
 - 0 reply (same)
- LinkedIn
 - 142 followers (2 new followers)
 - 9 reactions (decrease 60%)
 - 0 comments (decrease 0%)
 - 1 share (decrease 75%)
 - 33 page views (increase 283%)
 - 8 unique visitors (increase 100%)

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Staci Hoff asked if people should limit the number of committees they volunteer for and was the intent that people should avoid chairing more than one committee. Tara suggested that it would be good if Executive Board members took on the chair duties and then ATSIP members would be asked to serve as members of the committees. People are

115 free to take on as many committees as they feel capable to lead or participate in. Staci
116 asked if there was a committee chair guide document. Tara said she is working on that
117 document now.

118
119 Staci said that the Strategic Planning committee will begin meeting in early 2020. She
120 asked if the metrics and tasks are. Tara asked if Staci has the annotated outline that Tara
121 produced—she will send it to Staci. The metrics and tasks need to be developed.

122
123 Sladjana asked if there's a temporary solution to transition the role of the forum chair.
124 Tara said that she is preparing a *roles and responsibilities* document for the Executive
125 Board to review. It should clarify things for all the named positions, including the forum
126 chair.

127
128 Karla Houston said that in the past discussions the program chair position was one that
129 they thought about as separate from the forum chair; however, if the program chair
130 position wasn't filled, the forum chair would have to take that over. Tara said that makes
131 sense.

132
133 Rhonda Stricklin said that the forum chair is viewed as someone who can put their own
134 personal stamp on the program. If the program committee is the same every year, then we
135 have to have a mechanism for the forum chair to put their stamp on the program. Tara
136 said that her vision is that the program committee is there to support the program chair
137 and the chair should have that latitude.

138
139 Tara said that she has been appointed as the Lifesavers Program Coordinator for the
140 Lifesavers conference. She wanted to let us know that it requires 25 hours of her time per
141 month. She believes that it will enhance the position of both organizations.

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143 9. Committees:

- 144 a. Membership Committee (Kellee Craft):
145 i. New Membership Applications: Member Level
146 1. James Baraw

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148 **MOTION**
149 **Eric Tang moved to approve James Baraw at the member level.**
150 **Karla Houston seconded.**
151 **MOTION CARRIED**

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154 b. Communications and Public Relations (Stacey Manware)
155 Stacey said that she proposes reducing some of the responsibilities. She would
156 like to eliminate the position of the newsletter coordinator. She would like to do it
157 a different way by collecting spotlight articles and combine those into a newsletter
158 on a periodic basis.

159
160 Staci Hoff agreed that it is tough to get newsletters out and it's not clear that we
161 get value out of the effort of releasing a newsletter as we do it now.

162
163 Karla Houston agreed that it is a great idea. Chris Osbourn said that he thought it
164 would be good for the committee chair(s) to be empowered to run things as they
165 think is best.

166 Stacey Manware suggested that Mary Churay and Eric Tang remain members of
167 the Communications committee even if the newsletter itself is dropped.

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169 **MOTION**
170 **Staci Hoff moved to remove the newsletter subcommittee as a formal part of**
171 **the Communications and Public Relations committee.**

172 **Karla Houston seconded.**

173 **MOTION CARRIED**

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- 175 c. Best Practices Committee (Staci Hoff)
 - 176 No report.
 - 177 d. Awards Committee (Eric Tang)
 - 178 No report.
 - 179 e. Outreach Committee (Rhonda Stricklin)
 - 180 The last call included the best practices winner, CT DOT/UCONN on their safety
 - 181 management system. The next meeting will highlight the data visualizations
 - 182 award winner from the Forum. That meeting will be in late January.
 - 183 f. Program Chair Committee (Karla Houston)
 - 184 Karla said that they are ready to send out a season’s greetings and invitational
 - 185 email to our past sponsors.
 - 186 g. ANSI Standards Review Committee (John McDonough)
 - 187 John asked if he could have 30 minutes of the agenda in January to go over the
 - 188 status of the ANSI process. This would set us up for a vote in February and that
 - 189 would let us meet the March deadline.
 - 190 h. Strategic Planning Committee (Staci Hoff)
 - 191 No report.
 - 192 i. Nominating Committee (Cory Hutchinson)
 - 193 Already covered earlier in the meeting.
 - 194 j. Constitution Committee (Patrick Dolan)
 - 195 No report.

196 10. Future Forums:

- 197 a. 2020 Forum – Nashville (Patrick Dolan)
- 198 Patrick said that he will be happy to reach out to past sponsors in coordination
- 199 with Karla’s outreach.

200
201 Karla said that she could use help from people on the Board who already have
202 relationships with some of the vendors so that the request for sponsorship comes
203 from a close contact. She will approach the past vendors and Patrick has
204 relationships with some of those as well.

- 205 b. 2021 Forum – San Diego (Sladjana Oulad Daoud)
206 Sladjana said that the Town & Country hotel has reached out to Tara with
207 planning information.
- 208 c. 2022 Forum
209 Tara is meeting with the CO highway safety office later today.
210
- 211 11. Old Business
212 No items.
213
- 214 12. New Business
215
- 216 13. **Next Executive Board meetings:**
- 217 a. **January 11, 2020, 9 AM EST (Washington, D.C., TRB)**
218 **Room 142 of DC Convention Center.**
- 219
- 220 **Eric Tang will bring projector, screen, and speaker.**
221 **We will have a way for people to call in for those who can't be there in**
222 **person**
- 223 14. Adjourn
- 224
- 225 **MOTION**
226 **Bob Scopatz moved to adjourn**
227 **Patrick Dolan seconded**
228 **MOTION CARRIED**
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- 230 Chris Osbourn closed the meeting at 2:11 PM Central time.
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- 234 Submitted as Draft for review on 12/18/2019 as Draft for Review by Bob Scopatz, Secretary
235 Saved as Draft for approval with changes received through 12/18/2019
236 Approved by a vote of the ATSIP Executive Board on 01/11/2020
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