



ATSIP Executive Board Meeting
Via Teleconference

July 22, 2020, 2 PM Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

ATTENDANCE:

- Chris Osbourn, President, Tennessee, Department of Safety and Homeland Security (absent)
- Cory Hutchinson, Past-President, Louisiana, Highway Safety Research Group
- Juliet Little, 1st Vice President, Connecticut, State DOT (co-presiding)
- Bob Scopatz, Secretary, Minnesota, consultant
- Patrick Dolan, 2nd Vice President, Tennessee Department of Safety and Homeland Security, Co-Parliamentarian (co-presiding)
- Rhonda Stricklin, Alabama, university researcher
- Pete d’Oronzio, Colorado, Pd’ Programming
- Karla Houston, Louisiana, Traffic Record Coordinating Committee
- Joe McCarthy, Colorado, consultant
- 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 (absent)
- Jamie Whelan, Tennessee Department of Safety and Homeland Security

Non-Voting Attendees:

- Tara Casanova Powell, ATSIP Executive Director
- Hadi Shirazi, DOTD, Treasurer
- Ralph Zimmer, Co-Parliamentarian
- Tim Kerns
- Cynthia Burch
- Luke Johnson, NHTSA
- Jennie Guarino, FHWA
- Bob Pollack, FHWA
- Kellee Craft, Ohio, TSASS
- Angelisa Jennings, Virginia
- Kaitlan Holley, Delegate by Kate
- Heather Marsden, Delegate by Kate

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1. Call to Order, Attendance/Quorum, Introductions
Bob Scopatz announced a quorum at 1:05 PM Central
Patrick Dolan called the meeting to order at 1:05 PM Central

2. Approval of Minutes from May 20, 2020 and June 17, 2020 Executive Board Meetings
MOTION
Cory Hutchinson moved to approve the May 20, 2020 Executive Board Meeting Minutes.
Karla Houston seconded.
Motion Approved.
MOTION
John McDonough moved to approve the June 17, 2020 Executive Board Meeting Minutes.
Joe McCarthy seconded.
Motion Approved.

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 said she has no new update.

 - c. Federal Highway Administration – FHWA (Bob Pollack)
No reportl

 - d. Governors Highway Safety Association – GHSA (Johnathan Adkins)
No report.

 - e. Institute of Transportation Engineers – ITE (Pete d’Oronzio)
Pete d’Oronzio said that he will share the Forum announcement with the ITE members.

 - f. International Association for Chiefs of Police (Domingo Herraiz)
No report.

 - g. National Governors Association - NGA (Alise Simonson)
No report.

- 81 h. National Highway Traffic Safety Administration – NHTSA (Luke Johnson)
82 No report.
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- 84 i. National Safety Council – NSC (Ken Kolosh, Jane Terry)
85 No report.
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- 87 j. SAE International-Emerging Mobility—John McDonough
88 John McDonough submitted the report below on the micromobility committee.



ATSIP EXECUTIVE BOARD MEETING REPORT OUT TEMPLATE
(to be completed by the first Friday of the month and submitted to the ATSIP President)

Reporting agent (ex. Past President, Liaison, Committee): **SAE liaison** (John McDonough)

Items to report:

- Meeting on Friday, June 26, 2020. John McDonough attended the meeting as a liaison. In general, although interesting, the content was outside the scope of D16, but may inform future classifications.
- First portion of the meeting was a discussion for a call for experts associated with “battery powered vehicles”. Obvious overlap with the electric micro-mobility under consideration by this committee.
- Next section was Lime scooter regulatory compliance officer Opheus Allen discussing Top Speed Performance and a proposed structure for testing.
- The structure basically mirrors the acceleration/deceleration structure presented by others in prior meetings. Lots of discussion about testing details like temperature, rider size/position, surface type, etc.
- Powered standing scooters is what was being addressed, other devices would then follow.
- Next meeting is Friday, July 24 to continue this discussion and probably loop in other devices. John McDonough will not be able to attend the 7/24 meeting.

Action items:

None.

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

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

Follow up needed (Y/N):

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- k. Transportation Research Board – TRB (Bernardo Kleiner)
No report.
4. Treasurer’s Report

94 Hadi Shirazi reported on the June 2020 financial report and the accountant’s financial
95 audit. A copy of the June Treasurer’s report is attached to the members’ copy of these
96 minutes.

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98 **MOTION**
99 **Bob Scopatz moved to accept the June 2020 Treasurer’s Report.**
100 **Pete d’Oronzio seconded.**
101 **Motion Carried**

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103 Regarding the accountant’s audit, Hadi summarized the report saying that the auditor
104 gave us high marks for our financial reporting with no deficiencies. He did make some
105 recommendations that we will address in the future.

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107 **MOTION**
108 **Bob Scopatz moved to accept the 2020 Auditor’s Report.**
109 **John McDonough seconded.**
110 **Motion Carried**

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112 Hadi Shirazi said he will send archival copies of the audit documents for storage.

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114 5. Past President’s Report: Cory Hutchinson
115 Cory reported on the nomination committee—so far only 24 votes have been submitted
116 via email. He has asked that we send out a reminder email. The reminder will go out
117 tomorrow asking for votes to be returned by the end of the month. It is looking like we
118 may have a tie. Back in 2018, Rhonda Stricklin asked what we would do in case of a tie.
119 He recalls that the Board will vote among vote among the tied candidates. If there’s a tie
120 after that, a random process will be used to select the winner. Bob Scopatz shared via
121 chat the motion from the 08/14/2018 Executive Board Meeting Minutes. The text of the
122 two motions during that meeting are as follows:

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124 FROM 8/14/2018 Executive Board Meeting Minutes:

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| <p>MOTION Pete d’Oronzio moved that we resolve ties using a random process. Bob Scopatz seconded. MOTION FAILED</p> <p>MOTION Cory Hutchinson in the event of a tie, the ATSIP Executive Board will vote among the tied candidates to select the winner, via email. In case of a time after that a random process will be used. Shane Bates seconded. MOTION CARRIED</p> |
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- 127 6. 1st Vice President’s Report: Juliet Little
128 No report.
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- 130 7. 2nd Vice President’s Report: Patrick Dolan
131 Patrick Dolan reported on the constitution draft changes. He said he is about 75% done
132 with the changes.
133
- 134 8. Future Forums:
- 135 a. 2020 Forum – Nashville (Patrick Dolan, Jamie Whelan)
136 No report
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- 138 b. 2021 Forum – San Diego (Sladjana Oulad Daoud)
139 No report.
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- 141 c. 2022 Forum – Denver (TBD)
142 x
143
- 144 d. 2023 Forum – Nashville (Patrick Dolan, Jamie Whelan)
145 No report.
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1499. Executive Director’s Report: Tara Casanova Powell
150 Tara provided the following report before the meeting.
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ATSIP EXECUTIVE BOARD MEETING EXECUTIVE DIRECTOR REPORT

Reporting agent: Executive Director-Tara Casanova Powell

Items to report:

- New vendor transition-Delegate by Kate (DBK report)
 - Finalizing website and files transition
 - Reviewed ongoing tasks and responsibilities
- 2020 virtual Traffic Records Forum
 - Abstract submission closed July 1st
 - Planning Committee has reviewed abstracts
 - Need to reach out to selected authors confirming presentation day times, etc.
 - Need to finalize grid-Patrick/DBK
 - Announcement emails weekly, dedicated awards email on 7-10-20
 - 308 (7-20-20) registrants and 43 Abstract submissions
 - DBK will taking over social media for event (4/wk.) will work with Public Relations Committee regarding outreach and marketing for ATSIP activities moving forward
 - Sponsor/Exhibitor opportunities
 - Defer to Karla
 - Plenary speakers:
 - Dr. Ryan Smith-NTSB, confirmed
 - Pam Fischer-GHSA, confirmed
 - Jeff Paniati-TBD
- Future conference deposits
 - 2021 San Diego, CA Town and Country
 - Logo and Save the Date Card finalized
 - \$10,000 due September 30th. Willing to work with us but wants to know if there is any type of deposit we can do this year-they are waiting to hear a response from us as to what we can put down as a deposit this year.
 - Renovations are ahead of schedule and will be totally completed by end of August 2020.
 - They understand that if COVID is still an issue for August 2021 they are open to working with us. Right now, it is just too early.
 - 2022 Denver Hilton
 - They sent an addendum for the deposit schedule.
 - A deposit is not due this year.
 - The final deposit will be \$75,000 in May 2022. I am currently working with Holly to reduce this amount.



▪ Addendum deposit schedule:

| Due Date | Amount |
|-------------------------------|-------------|
| Previously received | \$1,500.00 |
| On or before October 30, 2021 | \$25,000.00 |
| On or before May 5, 2022 | \$75,000.00 |

- ATSIP Committees update
 - Committee chairs should have reached out to members by now and have scheduled initial meeting to discuss timelines and actionable items over next year.
 - All Committee chairs are expected to have something to report at next Board meeting.

Action items:

- Decide what type of payment can be made to Town & Country for this year
- Continue planning for virtual conference as described above
- Committee chairs to schedule meetings with committees-orientation to new members, discuss timeline for upcoming year. Tara to receive meeting info to attend.

To be considered for a motion by the Board:

- Decide what type of payment can be made to Town & Country for this year

Need ATSIP Board approval/vote:

- Decide what type of payment can be made to Town & Country for this year

Follow up needed (Y/N): Y

- Virtual TRF is a priority, need Board participation to execute successfully
- Request Board to reach out to potential sponsors/exhibitors

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Kaitlan Holley and Heather Marsden from Delegate by Kate presented that the website updates are completed. Portions are already up, and some will go live this week. The virtual forum is proceeding on time. We have 323 registered as of today. The next virtual

159 forum planning meeting is next week—the last planning meeting before the event.

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161 Rhonda Stricklin asked when the program grid will be available. Kaitlan said that it will
162 be posted on Friday 7/24/2020. Cindy Burch asked if confirmation emails for registration
163 have gone out yet. Kaitlan said those will go out shortly. Kellee Craft asked about the
164 new member applications in process today—should TSASS go ahead and process them
165 or wait for the new portal to go live. Kaitlan asked to have TSASS just go ahead and
166 process them. Pete d’Oronzio said he has a database of local people who work in the field
167 but aren’t aware of the Traffic Records Forum—should we market to this group now or
168 wait until we have a specific track that would be of most interest to them. Tara said that it
169 would be a good idea to invite them and she will acknowledge them during the general
170 session.

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172 Tara asked if we were okay with a change to the deposit for the 2021 Town and Country
173 Hotel—she suggested \$5,000 now and \$5,000 at the beginning of next year. Tara also
174 noted that the Hilton Denver has delayed their deposit for 2020 however they are asking
175 for another \$25,000 in October 2021 and a final deposit of \$75,000 in May 2022. Tara is
176 working with Holly Hanson to negotiate a lower deposit since it is unusual for such a
177 large deposit to be required prior to the event. Pete d’Oronzio asked if we can get
178 contractual language inserted to make sure we aren’t on the hook or lose deposits if
179 circumstances like a pandemic affect our ability to hold an in-person conference. Tara
180 noted she would inquire about this once she hears back from Holly.

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182 Rhonda asked if we can defer the discussion of how much to pay the hotel until we have
183 seen the financial report.

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186 10. Committees:

- 187 a. Membership Committee (Kellee Craft):
188 i. New Membership Applications were received from Joshua DeFisher, Rose
189 Rudd, Dawn Hernandez, Bruce Aquila, CJ Johnson, and Tory Keltner.

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191 **MOTION**
192 **Rhonda Stricklin moved to approve all applicants at the member level.**
193 **Eric Tang seconded.**
194 **MOTION CARRIED**

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196 b. Communications and Public Relations (Stacey Manware)
197 No report.

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199 c. Best Practices Committee (Juliet Little)
200 No report.

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202 d. Awards Committee (Eric Tang)
203 x

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- e. Outreach Committee (Rhonda Stricklin)
x.
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- f. Program Chair Committee (Karla Houston)
No report.
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- g. Sponsor/Exhibitor Committee (Karla Houston)
We have one sponsor at the Platinum level. We have Exhibitor, and Silver level
sponsors signed up as well.
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- h. Strategic Planning Committee (Staci Hoff)
No report.
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- i. Nominating Committee (Cory Hutchinson)
x.
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- j. Constitution Committee (Patrick Dolan)
x.
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- k. ANSI Standards Review Committee (John McDonough)
John McDonough submitted the following report via email.

Reporting agent (ex. Past President, Liaison, Committee): **ANSI D16 Committee** (John McDonough)

Items to report:

July 6, 2020 3-3:30 pm EST via WebEx

Announcement: Coordinated via email and established 6/16/20 @ 3:42pm

In Attendance: John McDonough, Patrick Dolan, Sara Weismann Pascual, Ronnie Hampton, Tara Casanova Powell

Absent: Jennifer Knudsen

Virtual TRF - August 10-14

- Need to secure spot for annual meeting / presentation of slate of items currently under consideration at Virtual Forum
- Submitted abstract for a D16 training

Timeline

- Alignment with MMUCC 6th Edition 2022 publish date
- Steps:
 - Organize and identify items and timelines
 - Start ANSI coordination as necessary – current “Essential Requirements”
 - Submit Project Initiation Notification (PIN) Form with ANSI and post to ATSIP website – by August 1
 - Establish Consensus Body

Items for Consideration

- Discussion and determination of document sharing platform – **MS OneDrive**
- Current Items for Discussion:
 - (Sarah) Underride/Override
 - (Sarah) Micromobility
 - (Sarah) – Other items on the slate for MMUCC later in the year
 - (John) See document from TRF 2018
 - (Russell Dunwiddie - Assistant Director, Patrol Records Division, Missouri State Highway Patrol) – “...clarify if transport vehicles that are engaged in a working operations (mowing, grading, plowing, harvesting, dozing, etc.) not related to a trafficway should be considered motor vehicles in-transport.”

- (Mark Pritchard – AAMVA) – suggested update to definition of LSV – “NHTSA had LSV codified (see <https://www.law.cornell.edu/cfr/text/49/571.500>), we went with this definition. Its similar to the D16 definition, but the difference in the definitions could result in some vehicles being classified as a LSV in one but not the other standard.
- Various clarifications from FARS/CRSS/FMCSA cases (maybe just examples)
 - Non-collision events (hypo/hyperthermia vs. injured in vehicle vs. gas inhalation events)
 - Unstabilized situations – intentional acts to avoid or mitigate that result in injury/damage
 - Clarify an interchange area includes just the trafficways associated with the interchange

Action Items:

- Secure spot for annual meeting / presentation of slate of items at Virtual Forum
- John – develop a list of items that can be shared in OneDrive and share with group
- Submit Project Initiation Notification (PIN) Form with ANSI and post to ATSIP website. Targeted for August 1.

Next Meeting Date/Time:

- July 20, 2:30-3pm

Action items:

1. None.

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

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

Follow up needed (Y/N):

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11. Old Business
No items.

235 12. New Business

236 Karla Houston asked if we should consider making the meetings last 1.5 hours instead of
237 always running over each month. The sense of the committee was that it was a good idea.

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239 Tara said that we really need to make a decision on how much to pay the Town and
240 Country in Denver. We have already given them \$10,000. Tara said that she suggests
241 giving them \$5,000 in September and \$5,000 early in 2021. Several people agreed with
242 that plan. Karla Houston said that we might have enough sponsor support to give them
243 more. Cory Hutchinson suggested that we pay the full \$10,000 in September since it will
244 not make a difference regarding our revenue stream from the end of this year to the
245 beginning of next year. The final decision was to pay them the scheduled \$10,000 in
246 September

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249 **13. Next Executive Board meetings:**
250 August 19, 2020, **via Zoom**

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252 14. Adjourn

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254 **MOTION**

255 **Bob Scopatz moved to adjourn**

256 **Karla Houston seconded**

257 **MOTION CARRIED**

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259 Juliet Little closed the meeting at 2:18 PM Eastern time.

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263 Submitted as Draft for review on 7/22/2020 by Bob Scopatz, Secretary

264 Updated reflecting changes received through 7/24/2020

265 Submitted as Draft for Approval on 8/17/2020 by Bob Scopatz, Secretary

266 Approved by a vote of the ATSIP Executive Board on 8/19/2020