



ATSIP Executive Board Meeting
Via Teleconference

June 17, 2020, 2 PM 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
- 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
- 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
- Jill Hall, Ohio, TSASS
- Sladjana Oulad Daoud, California DMV
- Luke Johnson, NHTSA
- Jennie Guarino, FHWA
- Bob Pollack, FHWA
- Kellee Craft, Ohio, TSASS

33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77

1. Call to Order, Attendance/Quorum, Introductions
Bob Scopatz announced a quorum at 1:06 PM Central
Chris Osbourn called the meeting to order at 1:06 PM Central

2. Approval of Minutes from May 20, 2020, Executive Board Meeting
Postponed until the July meeting.

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 that August data quality training has been postponed to January. High priority grants will be awarded in July. The MCSAP planning conference is going to be changed to a virtual meeting to take place in July as well. Contact Jenny for details.

 - c. Federal Highway Administration – FHWA (Bob Pollack)
Bob Pollack said he has nothing new to report.

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

 - e. Institute of Transportation Engineers – ITE (Pete d’Oronzio)
Pete d’Oronzio said he has nothing new to report.

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

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

 - h. National Highway Traffic Safety Administration – NHTSA (Luke Johnson)
Luke Johnson said that NHTSA’s sole source agreement proposal has been approved at the administrator level. It is in process for remaining approvals. Thanks for the information needed to get the conference clearance for the Federal participants. Luke asked if there was anything he needs to do with the abstracts he previously submitted to get them into the new system. That discussion is deferred to later in the meeting.

- 78 i. National Safety Council – NSC (Ken Kolosh, Jane Terry)
 79 No report.
 80
- 81 j. SAE International-Emerging Mobility—John McDonough
 82 John said that he submitted an email with details on the micro-mobility efforts in
 83 SAE. He highlighted the discussions around “market speed” as potential
 84 relevance to ANSI D16—it centers on the ability to limit the speed of the vehicles
 85 for specific markets. The next meeting is Friday, June 26, 2020.

ATSIP ASSOCIATION OF TRANSPORTATION SAFETY
INFORMATION PROFESSIONALS

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, May 22, 2020. John McDonough attended the meeting as a liaison and reviewed a more detailed draft of the document “Scope and Rationale for Kinetic Performance Metrics for Powered **Micromobility** Vehicles” in preparation for the meeting. In general, although interesting, the content was outside the scope of D16, but may inform future classifications.
- There was a presentation by a researcher to show the results of testing of different riders in various performance areas on different surfaces and activities (slalom, U-turns), and emergency event braking on e-scooters.
- This was followed by a review of the draft components of a set of criteria for acceleration and deceleration performance measures.
- Interesting challenge/D16 issue is that the draft standard is considering “market speed” or top speed allowable in a given market as by current regulations. For example, e-scooters in Germany top market speed is 12 mph versus 18 mph in some areas in the US.
- Lots of detailed discussions about rider height and weight as it pertains to braking and acceleration and whether to establish a single test or average and max test.
- Also, discussion about how to establish testing for various configurations and whether to prescribe a requirement for rider usage (e.g., standing scooter, right foot forward, in-line or seated scooter feet together bent 90 degrees at the knee).
- Discussions moved to atmospheric conditions for testing, wind, temperature, humidity, barometric pressure. Wind speed and direction were discussed a probable area for standardization.
- Discussions moved to when to test the vehicle, new, after X-hours, miles, after manufacturer “break-in”, etc.
- Next meeting is Friday, June 26

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):

- 86
 87
- 88 k. Transportation Research Board – TRB (Bernardo Kleiner)
 89 No report.

90

91 **4. Treasurer’s Report**

92 Hadi Shirazi reported on the May 2020 financial report. A copy is attached to the
 93 members’ copy of these minutes.

94

95 **MOTION**

96 **Bob Scopatz moved to accept the May 2020 Treasurer’s Report.**

97 **Patrick Dolan seconded.**

98 **Motion Carried**

- 100 5. Past President’s Report: Cory Hutchinson
101 No report.
102
- 103 6. 1st Vice President’s Report: Juliet Little
104 No report.
105
- 106 7. 2nd Vice President’s Report: Patrick Dolan
107 No report.
108
- 109 8. Future Forums:
- 110 a. 2020 Forum – Nashville (Patrick Dolan, Jamie Whelan)
111 Tara Casanova Powell deferred this topic to the Executive Director report.
112
113
- 114 b. 2021 Forum – San Diego (Sladjana Oulad Daoud)
115 Sladjana reported that there the CA DMV graphics designer created six versions
116 of a draft logo for the Forum. She will share those with Tara soon.
117
- 118 Sladjana added that it’s a bit strange to think about the Forum with the uncertainty
119 over the COVID-19 situation and what may happen between now and then. Tara
120 said that she’s in conversation with TRB, GHSA, and she’s part of the conference
121 planning for Lifesavers. Everyone is in the same position and we will have to
122
- 123 c. 2022 Forum – Denver (TBD)
124 Tara is trying to get the AV requirements settled and seeking a longer-term (3-
125 year) contract solution. There are problems reaching the hotel event sales people
126 because they are struggling with keeping staff employed right now.
127
- 128 d. 2023 Forum – Nashville (Patrick Dolan, Jamie Whelan)
129 No report.
130
131
- 132
- 133 9. Executive Director’s Report: Tara Casanova Powell
134 Tara provided the following report before the meeting.
135

ATSIP EXECUTIVE BOARD MEETING EXECUTIVE DIRECTOR REPORT

Reporting agent: Executive Director-Tara Casanova Powell

Items to report:

- Quarterly report submitted June 15, 2020
- New vendor transition-Delegate by Kate
 - Currently transitioning website and files
- 2020 TRF cancellation/virtual conference
 - Formed Planning Committee for Virtual TRF, if interested contact Tara
 - Signed DBK initial proposal, need vote to approve and sign formal contract*
 - Announcement email went out June 8th
 - TRF virtual conference page completed with Abstract, Registration, and Awards submission tabs
 - Currently 87 registrants and 3 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
 - Received email from FHWA re: virtual exhibitor page [example we did for NACE](#)
 - Workshops/presentations
- 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.
- Zoom/GoToWebinar for future meetings
- Future meetings-GHSA/ATSIP shared vendor contracts?

Action items:

- Continue planning for virtual conference as described above
- Hotel deposits due:
 - Town and Country September 30, 2020: \$10,000
 - Hilton City Center October 30, 2020: \$25,000

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

- \$6000 contract for DBK to be vendor for virtual TRF to be approved

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

- \$6000 contract for DBK to be vendor for virtual TRF to be approved

Follow up needed (Y/N): Y

- Request Board to reach out to potential sponsors/exhibitors.

136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153

MOTION

John McDonough moved that we allocate \$6000 for Delegate by Kate for support of the Virtual Traffic Records Forum.

Cory Hutchinson seconded

Motion Carried

10. Committees:

a. Membership Committee (Kellee Craft):

i. New Membership Applications were received from Peter Corier.

MOTION

Pete d’Oronzio moved to approve Mr. Corier at the member level.

Bob Scopatz seconded.

MOTION CARRIED

154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199

- b. Communications and Public Relations (Stacey Manware)
No report.
- c. Best Practices Committee (Juliet Little)
No report.
- d. Awards Committee (Eric Tang)
No nominations received yet.
- e. Outreach Committee (Rhonda Stricklin)
Rhonda is going to try to set up a meeting before the date of the Traffic Records Forum.
- f. Program Chair Committee (Karla Houston)
No report.
- g. Sponsor/Exhibitor Committee (Karla Houston)
Karla Houston said that she and Tara will get together soon to discuss virtual sponsors for the 2020 Forum. We have one Platinum vendor who paid the fee before the in-person Forum was canceled. Karla will follow-up with them and notify Hadi if we need to refund that money.
- h. Strategic Planning Committee (Staci Hoff)
No report.
- i. Nominating Committee (Cory Hutchinson)
An email went out with a new slate. We are asking for an August 1 response. He has received nine responses to date. Pete d’Oronzio asked when we have a ballot election, the organization sends out an email on behalf of each of the people who are running. There are other organizations that do this, and it might make sense for ATSIP to do it as well so all candidates can reach all members.

The discussion was favorable. Cory suggested that we set this up on the website. Cory will ask each candidate for a brief statement we can post. Rhonda Stricklin suggested a word limit. Pete asked if we can also guide people on whether or not they can put a link in it.
- j. Constitution Committee (Patrick Dolan)
Patrick is working on a draft of the Constitution to address the revised committee structure. He will share that with interested parties/review committee. The position of Secretary is an elected position but the revised structure says it will be appointed by the President. It will remain an elected position.

200
201
202
203
204

- k. ANSI Standards Review Committee (John McDonough)
John McDonough reported on the first meeting of the ANSI Standards Review Committee and worked through the ATSIP update process document and the upcoming virtual TR Forum. We have to work out the details for a virtual meeting.

ATSIP ASSOCIATION OF TRANSPORTATION SAFETY
INFORMATION PROFESSIONALS
01000001

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

Items to report:

June 15: The ANSI D16 Committee held a meeting on Monday, June 15 at 2pm. Summary below.
In Attendance: John McDonough, Patrick Dolan, Jennifer Knudsen, Sara Weismann Pascual, Tara Casanova Powell
Absent: Ronnie Hampton

Introductions

- The members did a brief introduction of themselves and their background at the start of the first meeting.

ATSIP Procedures

- Brief Procedures Review
 - Discussed the procedures document and the committee's role for ATSIP
- Virtual TRF - August 10-14, 2020
 - D16 Committee Meeting / Presentation of items for update / Solicitation of topics for consideration
 - Discussed the procedures requirement to have the annual meeting and the use of a spot at the Virtual Forum to host the event. This will give the committee the opportunity to present any current items for consideration for the 9th edition and to solicit topics from the traffic safety community
 - Training on D16?
 - Discussed the idea of having as part of the forum a D16 training for during the forum as a session.
- Notes/Meeting Minutes
 - Discussed need to keep track of all meetings and documents particularly as we move forward with the official update of the standard.
- Other communications
 - Informal communication in information gathering and sharing are fine as update and items for consideration are gathered. Once formal process starts need to follow procedures as outlined in the ATSIP Procedures manual.

Timeline

- Alignment with MMUCC 6th Edition 2022 publish date

205
206

ATSIP ASSOCIATION OF TRANSPORTATION SAFETY
INFORMATION PROFESSIONALS
01000001010101000101000101000101010000

- D16 8th Edition 2017 / D16 9th Edition 2017
- Steps:
 - Organize and identify items and timelines
 - Review and address procedures as necessary
 - Establish Consensus Body
 - Start ANSI coordination as necessary – current “Essential Requirements”

Items for Consideration

- Prior items and presentations (2018 & 2019 attached)
- New Items
 - Focus for next meeting
 - Review of existing items
 - Identification of new items
 - Discussion and determination of document sharing platform

Action Items:

- Submit request for spot at Forum for training on D16
- Put the D16 Committee Meeting in the Forum grid
- Each member will identify items (if applicable) that they are aware of that should be discussed for consideration for the 9th edition. The committee will start review at the next meeting.
- Highlight D16 on website – ideas TBD

Next Meeting Date/Time:

- Monday, July 6 – 3-3:30pm

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):

207
208

209 11. Old Business
210 No items.

211
212
213
214

12. New Business
No items.

215
216
217
218
219

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

August Executive Board meeting is TBD. Chris suggested a 1-hour conference call on August 19th.

220
221
222
223
224

August 26th will be a third Executive Board meeting, specifically to include an invitation to all ATSIP members. That is the meeting at which we will present the election results. Ralph Zimmer said that the Constitution says the announcement of winners should happen at a face-to-face meeting of the members, OR a face-to-face

225 meeting of the Board, OR any other meeting of the Executive Board Meeting.

226

227 13. Next Executive Board meetings:

228

229 14. Adjourn

230

231 **MOTION**

232 **Eric Tang moved to adjourn**

233 **John McDonough seconded**

234 **MOTION CARRIED**

235

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

237

238

239

240 Submitted as Draft for review on 6/17/2020 by Bob Scopatz, Secretary

241 Approved by a vote of the ATSIP Executive Board on 07/22/2020