



ATSIP Executive Board Meeting
Via Teleconference

May 20, 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 (absent)
- 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
- Jill Hall, Ohio, TSASS
- Sladjana Oulad Daoud, California DMV
- Luke Johnson, NHTSA
- Jennie Guarino, FHWA
- Bob Pollack, FHWA
- Cindy Burch, Maryland
- Kellee Craft, Ohio, TSASS
- Elise Simonson, NGA
- Angelisa Jennings, Virginia
- Tim Kerns, Maryland

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1. Call to Order, Attendance/Quorum, Introductions

Bob Scopatz announced a quorum at 1:03 PM Central

Patrick Dolan called the meeting to order at 1:04 PM Central

2. Approval of Minutes from April 15, 2020 Executive Board Meeting

Bob Scopatz said he would amend the minutes to show that we accepted “the applicants” for membership.

John McDonough said that the ANSI D-16 audit discussion should say that the audit has closed out.

MOTION

Pete d’Oronzio moved to approve the April 15, 2020 Executive Board Meeting

Minutes as amended

John McDonough 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 said that they have put out an RFP to create the Integrated Inspection Management System to replace the ASPEN software. Proposals are due June 4th.

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 that ITE is still planning their meetings, but they have moved to online meetings and have been heavily discounted.

f. International Association for Chiefs of Police (Domingo Herraiz)

No report.

g. National Governors Association - NGA (Alise Simonson)

Alise said that they are hosting a learning collaborative to engage up to 10 states

82 in a virtual meeting on impaired driving strategies. The meeting will be held in
83 September.

84
85 h. National Highway Traffic Safety Administration – NHTSA (Luke Johnson)
86 Luke Johnson said that NHTSA is seeing delays in major data collection—those
87 may affect the data availability. They are pursuing new data sources that they
88 can’t report on yet. Hoping to work with ATSIP soon to plan the online Traffic
89 Records Forum—USDOT needs the date soon.

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91 i. National Safety Council – NSC (Ken Kolosh, Jane Terry)
92 No report.

93
94 j. SAE International-Emerging Mobility—John McDonough
95 John said that the panel met on 4/17 to make decisions on testing micromobility.
96 He sent the following report via email.

97
98 Meeting on Friday, April 17, 2020. John McDonough was not be able to attend.
99 The committee voted during the April 17 meeting to move forward with
100 development of a “speed” standard for e-scooters. As liaison, there is no voting
101 input. The vote was to approve a “Scope and Rationale for Kinetic Performance
102 Metrics for Powered Micromobility Vehicles.” A final standard will address
103 things like, test procedures to measure “speed” (acceleration, deceleration) and
104 scenarios to address other conditions (e.g., rider, environment, roadway
105 conditions, operating domain). There is also intent to establish relevant units,
106 accuracy, and precision of measurement for each test, and methods to collect the
107 data.

108
109 **ANSI D16 Note:** The “testing” standard component of this newest extension of
110 the Micromobility Vehicle standard is outside the scope of anything within the
111 “Manual on the Classification of Motor Vehicle Traffic Crashes”, but it may
112 inform future classification decisions if testing standards then result in revised
113 classification of the vehicles.

114
115 Their next meeting is Friday, May 22

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117 k. Transportation Research Board – TRB (Bernardo Kleiner)
118 No report.

119 Rhonda Stricklin asked if any of the liaisons and agencies have any new funding
120 opportunities related to the COVID-19 situation. Luke Johnson said that he hadn’t heard
121 of anything from the USDOT Administrations.

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123 4. Treasurer’s Report

124 Hadi Shirazi reported on the April 30, 2020 financial report. A copy is attached to the
125 members’ copy of these minutes.

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MOTION

Bob Scopatz moved to accept the April 30, 2020 Treasurer’s Report.

Pete d’Oronzio seconded.

Motion Carried

Hadi suggested that everyone attend the ANSI member webinar. ATSIP paid their ANSI member dues.

Cory Hutchinson asked if the vendor outreach over the canceled Forum has happened. Kellee Craft said that we put that on hold until we hear back from the vendors. All attendees have been refunded, but Karla Houston has the information on vendors—she and Tara are working on that and how we incorporate the sponsors into the online Forum.

Pete d’Oronzio asked if we could have a cumulative column in the monthly spreadsheet from the Treasurer. Hadi said that he doesn’t have the documentation from past years, but he could create a variation of the spreadsheet to show cumulative amounts. He would like to wait until after the audit is complete. The auditor has suggested keeping our accounting reports simple and maybe do that on a separate sheet. Pete said he would like to see just current year-to-date rather than prior years.

Hadi said that the audit is continuing but the auditor is spending more time and the cost is higher than anticipated. He would like to have a motion to pay for the increased cost. The cost is now \$5,000.

MOTION

Patrick Dolan moved to increase the budget to complete the audit to \$5,000.

Bob Scopatz seconded.

Motion Carried.

5. Past President’s Report: Cory Hutchinson
No report.
6. 1st Vice President’s Report: Juliet Little
No report.
7. 2nd Vice President’s Report: Patrick Dolan
Patrick deferred to the committee reports.
8. Future Forums:
 - a. 2020 Forum – Nashville (Patrick Dolan, Jamie Whelan)
We are exploring how we can proceed with an online Forum for this year.

172 b. 2021 Forum – San Diego (Sladjana Oulad Daoud)
173 Sladjana reported that there is no activity at the moment. We are watching the
174 situation with COVID-19 and it is difficult to tell right now if there will be any
175 impact.
176

177 c. 2022 Forum – Denver (TBD)
178 No report
179

180 d. 2023 Forum – Nashville (Patrick Dolan, Jamie Whelan)
181 No report.
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185 9. Executive Director’s Report: Tara Casanova Powell
186 Tara provided the following report prior to the meeting.
187

188 We would like to hold the online Traffic Records Forum in August. We have to get going
189 quickly because USDOT has a 60-day process we have to work with. We would like to
190 use ZOOM as the platform unless we find a different and better one. We have looked at
191 eShow as well and it could handle our format of multiple concurrent sessions if we
192 decide to go that route.
193

194 Pete d’Oronzio said that we had originally discussed spreading things out over just a few
195 days (2-3 days) as opposed to making it run over more time with gaps between dates.
196 Pete also asked about resources and logistics beyond how do we hold sessions online.
197 Tara said that right now we don’t have the resources identified. Tara said that she is
198 doing this same thing for Lifesavers and it’s a large job. We could go with a service (like
199 eShow) but the cost is much higher. Tara also said that she would like to see the relevant
200 ATSIP committees engage in things like the call for abstracts and other things that have
201 to get done to put on the virtual Forum. We can’t just decide these issues in the monthly
202 ATSIP Executive Board meetings. Luke Johnson said that the NHTSA financial staff
203 have committed to supporting an online version of the Forum. If the organization elects
204 to not do a Forum in Federal Fiscal Year (ending September 30, 2020), the money will go
205 away.
206

207 **MOTION**

208 **Bob Scopatz moved to approve up to \$10,000 for Delegate by Kate.**

209 **Patrick Dolan seconded**

210 **Motion Carried**



ATSIP EXECUTIVE BOARD MEETING EXECUTIVE DIRECTOR REPORT

Reporting agent: Executive Director-Tara Casanova Powell

Items to report:

- New vendor transition-Delegate by Kate
 - Signed contract
 - \$6000 payment for phase 1 & 2 to be approved*
 - \$4000 payment for phase 3 to be approved*
 - Currently transitioning website and files
 - Mockup for Website (see attachments V1 & V2)
 - Mockup for TRF virtual conference page: <https://atsipvirtualtrf.lpages.co/virtual-traffic-records-forum/>
 - Taking over social media, will work with Public Relations Committee regarding outreach and marketing for ATSIP activities including TRF
- 2020 TRF cancellation/virtual conference
 - Negotiated Alliance contract 2023; potential for 2021-2022
 - Zoom invoice to be approved by Board* (see attachment)
 - Registration
 - fee?
 - 500 participant limit
 - Need to determine framework and dates
 - Webinar series
 - Day-long webinars
 - Open Discussion/round tables
 - Abstract submission request
 - Sponsor opportunities
 - Workshops
 - Provide "swag"- incentive
 - Member incentives?
 - New participant incentives?
 - Schedule meeting with Forum related committees to support logistics planning for virtual TRF.
 - Annual Member Meeting
 - DBK will handle marketing
- 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.

Action items:

- Initiate planning for virtual conference as described above
- Hotel deposits:
 - 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 payment for phase 1 & 2 to be approved
- \$4000 payment for phase 3 to be approved
- Zoom invoice to be approved by Board

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

- \$6000 payment for phase 1 & 2 to be approved
- \$4000 payment for phase 3 to be approved
- Zoom invoice to be approved by Board

Follow up needed (Y/N): Y

- Support TRF Committees to schedule meeting to discuss TRF planning and division of tasks.
- Request Board to reach out to potential sponsors/exhibitors.

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10. Committees:

- a. Membership Committee (Kellee Craft):

218 i. New Membership Applications were received from Mehdi Hosseinpour,
219 Saroop Patnaik, Geneva Hawkins, Aaron Baumert, and Jeanne Hathaway.

220

221 **MOTION**

222 **Pete d’Oronzio moved to approve all applicants at the member level.**

223 **Rhonda Stricklin seconded.**

224 **MOTION CARRIED**

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227 b. Communications and Public Relations (Stacey Manware)

228 No report

229

230 c. Best Practices Committee (Juliet Little)

231 No report.

232

233 d. Awards Committee (Eric Tang)

234 No report.

235

236 e. Outreach Committee (Rhonda Stricklin)

237 No report.

238

239 f. Program Chair Committee (Karla Houston)

240 No report.

241

242 g. Sponsor/Exhibitor Committee (Karla Houston)

243 Karla will send a separate email.

244

245 h. Strategic Planning Committee (Staci Hoff)

246 No report.

247

248 i. Nominating Committee (Cory Hutchinson)

249 Cory said that April 20, 2020 to ATSIP members to let them know of the
250 nominations. After that went out, we received 10 members nominating Pete
251 d’Oronzio for an At Large position. Cory has received 10 member nominations
252 for the position of President. The ballot needs to go out June 1st.

253

254 Ralph Zimmer said that the Constitutional requirement is to send the ballot at
255 least 4 weeks before the due date. The ballots *could* go out in July for an August
256 due date. If the nominating committee could commit to not send the ballot out
257 until after the June Executive Board meeting, Ralph could defer his comments
258 until that meeting. Cory replied that we should just discuss the issues now.

259

260 Ralph said that these comments come from a variety of directions and roles: he
261 was the first Parliamentarian for the organization and has served in that role for
262 over 30 years. He is also the institutional memory for the organization having
263 been involved from the beginning. He has also chaired the nominating committee

264 twice. He also has taught college courses in professional ethics. Ralph said that he
265 was ill during the January and February meetings and regrets having missed them
266 because the length of Presidential terms was discussed and he does have some
267 contributions to it. If there is going to be a change in the structure of the officer
268 ranks, including the length of terms, that transition needs to be planned carefully
269 before we start making those changes. The Parliamentarians can help work out the
270 process. Ralph thinks that the transition process in place right now is causing
271 damage to the organization and our First Vice President. That situation, in
272 particular, should give us an indication that the process has not been well thought
273 out and should be revised.

274
275 Ralph said that both candidates could do a good job and he has heard from other
276 past Presidents that both would do a good job. Over the life of the organization,
277 there has been a move away from having almost entirely state agency employees
278 on the Executive Board to include a greater number of university and vendor-
279 based people. Ralph personally thinks that we should prioritize state agency
280 employees. We should also consider gender balance in our Presidents. We should
281 give this more attention. He is also concerned that if Juliet goes off the Board, she
282 will have only served two years as an officer. Ralph would not want to lose
283 anyone after only two years of service as an officer.

284 This also looks to Ralph as a violation of an implied contract about the succession
285 through 2nd VP, 1st VP, and President positions. We are in danger of breaking that
286 contract. The method of notice was also obviously lacking as no one involved in
287 the ranks of the organization reached out to Juliet to explain what was happening
288 and why. Ralph ended by urging us to reconsider the idea of extending the terms
289 for officers and that we need to set up a process.

290
291 Luke Johnson said that he wanted to make it clear that NHTSA and he personally
292 has advocated for longer terms of service for officers and to do away with the
293 automatic succession, but that he and NHTSA have no involvement and input on
294 the organization's choices. NHTSA values the partnership we have with ATSIP
295 and hope to continue.

296
297 Cory said he agrees that there should not be an automatic succession. Cory said
298 that we discussed it in the past. He feels like the Board's consensus was to move
299 away from automatic succession and towards two-year terms for officers.

300 Ralph said that there are several different possibilities. We could "cut out" and put
301 the program chair outside the leadership succession. He thinks doing so would be
302 at variance with how other major groups do this, and have 1-year terms for
303 officers such as "president-elect" and becomes the presumed nominee for
304 President.

305
306 Tara Casanova Powell said that as Executive Director she doesn't make the
307 decisions for the organization, but she introduced a document over a year ago
308 when she started that suggested we move to longer officer terms. It was
309 disseminated to every member of the Board. It has had input from the Board. It
310 was discussed and approved pending any amendments required to bring the
311 Constitution in line with this restructuring. It was explicitly described that the

312 Forum Program Chair position would *not* be part of a succession because it
313 appears to be a barrier to getting people to take that position. The way that things
314 happened in this current ballot came as a surprise. It could have been handled
315 better.

316 Bob Scopatz said that he could not find or recall a vote on a Constitutional
317 Amendment (if one is needed). Patrick is reviewing whether or not there is a need
318 for an amendment. Tara confirmed that there has not been an amendment or a
319 vote. Bob said (and Tara confirmed) that the Executive Board had voted in favor
320 of the entire restructuring plan which included the desire to move to two-year
321 terms for the officers.
322

323 j. Constitution Committee (Patrick Dolan)
324 No report.
325

326 k. ANSI Standards Review Committee (John McDonough)
327 John supplied the following via email:
328 John McDonough supplied the following via email:
329

330 **Items to report:**

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332 **May 19:** John McDonough emailed committee members to establish a date for
333 the first committee meeting. The intent was mid-May, missed that date. Meeting
334 dates offered were
335 Thursday, June 4th 3-4pm
336 Tuesday, June 9th 2-3pm
337 Wednesday, June 10th 9-10am
338 Meeting to introduce/meet committee members and discuss plans to organize
339 topics for consideration.

340 **Agenda:**

341 Introductions
342 General Timelines
343 ATSIP Procedures / Forum In-Person cancellation
344 MMUCC alignment
345 ANS timeline
346 Notes/Meeting Minutes
347 Items for Consideration
348 Prior items/presentations
349 New items
350 Action Items
351 Next Meeting Date/Time
352

353 **Action items:**

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355 Establish date for first meeting.
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358 11. Old Business
359 No items.
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361 12. New Business
362 No items.
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364 **June 17, 2020**
365 **at 2PM Eastern, 1 PM Central; Noon Mountain; 11 AM Pacific**

366 13. **Next Executive Board meetings:**
367

368 14. Adjourn

369 **MOTION**
370 **Bob Scopatz moved to adjourn**
371 **John McDonough seconded**
372 **MOTION CARRIED**
373

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375 Juliet Little closed the meeting at 2:17 PM Eastern time.
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379 Submitted as Draft for review on 5/20/2020 as Draft for Review by Bob Scopatz, Secretary
380 Approved by a vote of the ATSIP Executive Board on 07/22/2020