



ATSIP Executive Board Meeting
Via Teleconference

October 21, 2020, 2 PM Eastern, 1 PM Central, Noon Mountain, 11 AM Pacific

ATTENDANCE:

- Juliet Little, President, Connecticut, State DOT President,
- Chris Osbourn, Past-President, Tennessee, Department of Safety and Homeland Security (absent)
- Bob Scopatz, Secretary, Minnesota, consultant
- Patrick Dolan, 1st Vice President, Tennessee Department of Safety and Homeland Security, Co-Parliamentarian
- Sladjana Oulad Daoud, 2nd Vice President, California Department of Motor Vehicles
- 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
- 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
- Bob Pollack, FHWA
- Luke Johnson, NHTSA
- Kaitlan Brantley, Delegate by Kate
- Heather Marsden, Delegate by Kate
- David Engleman, NGA
- Tim Kerns, Maryland

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1. Call to Order, Attendance/Quorum, Introductions

Bob Scopatz announced a quorum at 1:03 PM Central

Juliet Little called the meeting to order at 1:03 PM Central

2. Approval of Minutes from September 23, 2020 Executive Board Meetings

MOTION
Pete d’Oronzio moved to approve the September 23, 2020 Executive Board Meeting Minutes.
Sladjana oulad Daoud 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).
No report.

- c. Federal Highway Administration – FHWA (Bob Pollack)
Bob Pollack updated us on the MIRE/MIRE FDE technical assistance project. 9/30/2026 deadline is about six years from now for States to have access to the MIRE FDE. This project offers technical assistance to anything having to do with MIRE or MIRE FDE. The contractor will also assist FHWA Office of Safety in establishing a database to track States’ progress on implementing the MIRE FDE. They have started the outreach with a pilot set of 3 States, but will ultimately expand to all 50 States plus D.C. and Puerto Rico.

Juliet Little asked if they are finding that States are keeping the MIRE FDE implementation as part of their Traffic Records Strategic Plan and is that effective? Bob said that it will be measured as part of the strategies, but that right now they have no way to tell which States have maintained that mechanism.

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

- e. Institute of Transportation Engineers – ITE (Pete d’Oronzio)
ITE is holding their Collegiate Traffic Bowl as a virtual meeting tonight at 7:30 Eastern. This is usually held as an evening competition at the annual ITE meeting. It’s like a game show with buzzing in and answering trivia questions about traffic engineering. You can find the information online.



- 81 f. International Association for Chiefs of Police (Domingo Herraiz)
- 82 No report.
- 83
- 84 g. National Governors Association - NGA (Alise Simonson, David Engleman)
- 85 David Engleman said they are moving forward with the impaired driving
- 86 collaborative. Have held several learning sessions over the past 6 weeks. They
- 87 will be working the 10 participating states through April 2021.
- 88
- 89 h. National Highway Traffic Safety Administration – NHTSA (Luke Johnson)
- 90 2019 data will come out later this fall.
- 91
- 92 i. National Safety Council – NSC (Ken Kolosh, Jane Terry)
- 93 No report.
- 94
- 95 j. SAE International-Emerging Mobility—John McDonough
- 96 There was no meeting this period.
- 97
- 98 k. Transportation Research Board – TRB (Bernardo Kleiner)
- 99 No report.

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101 4. Treasurer’s Report

102 Hadi Shirazi reported on the September 30, 2020 financial report and the accountant’s

103 financial audit. A copy of the Treasurer’s report is attached to the members’ copy of these

104 minutes. This month’s report reflects NHTSA’s reimbursement.

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106 **MOTION**

107 **Bob Scopatz moved to accept the September 2020 Treasurer’s Report with amended**

108 **dates.**

109 **Pete d’Oronzio seconded.**

110 **Motion Carried**

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112 Hadi also presented the 2021 Virtual Forum estimator shown below.

	A	B	C	D	E	F
1	Event Budget - 2021 ATSIP Virtual Forum Estimator					
2						
3	Registration	Unit Cost	Estimate Qty	Estimate Amt	Expenses	Actual Amount
4	Early Bird	\$225.00	98	\$22,050.00	\$25,000.00	-\$2,950.00
5	Member	\$275.00	110	\$30,250.00		\$30,250.00
6	Regular Registration	\$325.00	60	\$19,500.00		\$19,500.00
7	Late Registration	\$375.00	26	\$9,750.00		\$9,750.00
8	Forum-presentation recording access (for non-registrants)	\$150.00	10	\$1,500.00		\$1,500.00
9	Total Net Gain Amount					\$58,050.00
10	Total Attendees(Average of past five years Forum)		294			
11						

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114 This updated version includes new unit prices and estimated quantities for each class of

115 registration and a total attendance of 294. Tara Casanova Powell highlighted the Forum

116 Recording Access as an item that we would not advertise until after the Forum so that it

117 doesn't cut into regular attendance registrations. Pete d'Oronzio asked if there's a
118 technical issue with figuring out who paid to attend and who did not so members would
119 not have to pay the \$150 fee, but we will carefully work out who must pay for access to
120 the recordings and who gets them for free as a member. Pete said he would prefer to not
121 have a line item for buying access to recordings if we are hoping to just have people join
122 for free access. Tara said we offered the same deal this year and had 20 people purchase
123 access to the recordings. Sladjana asked if we have records of how many people have
124 watched the recordings. Kaitlan Brantley said that 13 people have accessed 5.5 hours of
125 recordings. DBK has put the recordings on the website as a resource so that they can
126 track.

127 Joe McCarthy asked if a message went out to members to tell them how to access the
128 recordings. Rhonda Striklin asked if we are concerned about charging for something that
129 was free last year (forum registration). Tara answered that all of the other conferences in
130 our field are charging in 2021.

131
132 **MOTION**
133 **Bob Scopatz moved to approve the unit costs 2021 Virtual Forum Estimator**
134 **Pete d'Oronzio seconded.**
135 **Motion Carried**

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137 Further discussion: Some were concerned about surveying members about proposed fees.
138 No decision. Other organizations have surveyed potential attendees.
139

- 140 5. Past President's Report: Chris Osbourn
141 No report.
142
- 143 6. 1st Vice President's Report: Patrick Dolan
144 No report.
145
- 146 7. 2nd Vice President's Report: Sladjana Oulad Daoud
147 No report.
148
- 149 8. Future Forums:
- 150 a. 2020 Forum – Nashville (Patrick Dolan, Jamie Whelan)
151 no report
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 - 153 b. 2021 Forum – San Diego (Sladjana Oulad Daoud)
154 no report
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 - 156 c. 2022 Forum – Denver (TBD)
157 no report
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 - 159 d. 2023 Forum – Nashville (Patrick Dolan, Jamie Whelan)
160 No report.
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9. Executive Director's Report: Tara Casanova Powell

Tara shared the executive director's report in advance of the meeting. The report is copied below.

ATSIP EXECUTIVE BOARD MEETING EXECUTIVE DIRECTOR REPORT

Reporting agent: Executive Director-Tara Casanova Powell

Items to report:

- Vendor transition-Delegate by Kate
 - Finalizing website
 - Creating ANSI.D16 and TRCC specific pages with discussion boards according to Board decision regarding member area options (see attached) – **NEED BOARD DECISION**
 - Contract extension (see attached)– **NEED BOARD APPROVAL**
- 2020 virtual Traffic Records Forum Evaluation Incentives
- Future conferences:
 - 2021 San Diego, CA Town and Country
 - Town and Country update
 - Cancellation of 2021
 - Waiting on contract for 2024
 - Registration rates (see attached Excel sheet)- **NEED BOARD DECISION**
 - DBK Proposal for TRF Vendor Services - to include platform as beta tester (see attached) – **NEED BOARD DECISION**
 - Proposed planning timeline:
 - October-begin planning
 - November 1st, 2020 - Open Abstract Submissions
 - December 1st, 2020 - Open Call for Sponsors and Exhibitors
 - February Close Abstract Submissions
 - March Finalize Speaker Selection
 - May Finalize Event Schedule
 - May Build and Publish Virtual Venue Speaker & Moderator Onboarding
 - June-August-practice sessions
 - CONTINUED FROM SEPTEMBER MEETING: Consider “tracks” for Forum and organize as such within Forum committees
 - CONTINUED FROM SEPTEMBER MEETING: Need to formalize and populate Forum committees
- ATSIP Committees
 - **CONTINUED FROM SEPTEMBER MEETING: Committee chairs should have reached out to members by now and have scheduled initial meeting to discuss timelines and actionable items over next year.**
 - Now that Forum is over, we should be focusing on committee roles and responsibilities for next year. Initial meeting should carve these items out to be reported to the Board at next meeting

Action items:

- Determine virtual registration rate

- Determine incentives for evaluations
- Accept timeline for virtual 2021 TRF
- Review and approve/deny DBK proposal (including beta-testing platform)
- Decide on member portal additions
- Approve DBK contract extension
- Committee chairs to schedule meetings with committees-orientation to new members, discuss timeline for upcoming year
 - Tara to receive meeting info to attend committee meetings

To be considered for a motion by the Board:

- Finalize virtual registration rates
- Finalize incentives for evaluations
- Accept/deny DBK proposal to be virtual TRF vendor including VirtuALLY platform
- Select member portal options
- Approve DBK contract extension

Need ATSIP Board approval/vote:

- Finalize virtual registration rates
- Finalize incentives for evaluations
- Accept/deny DBK proposal to be virtual TRF vendor including VirtuALLY platform
- Select member portal options
- Approve DBK contract extension

Follow up needed (Y/N): Y

- Committee chairs to schedule meetings with committees-orientation to new members, discuss timeline for upcoming year
 - Tara to receive meeting info to attend committee meetings

171 She focused on the items requiring Board action. She called on Kaitlin and Heather of
172 DBK for items. Kaitlin said that demos can be arranged so long as the viewers sign a
173 non-disclosure agreement. They shared images for the virtual forum web environment.
174 Pete d’Oronzio asked if DBK will ask to charge fees to vendors and others. Kaitlan said
175 that there might be an additional cost if a vendor or ATSIP wanted to send items to
176 attendees. They would expect a commission on some gifts and would charge a fee in
177 other situations. As beta testers, ATSIP will not have to pay for the platform’s use in the
178 first year. Pete questioned one of the provisions and Kaitlin said it was in there from
179 before they offered us the beta test option.

180
181 Tara asked if there were other questions for DBK before we ask them to leave the call so
182 the Board can discuss and vote. Pete asked about the add ins to WordPress and the
183 associated maintenance fees that DBK is assessing. He asked if we have a way to review
184 those in aggregate or in a list form so we can tell what fees we are already paying and
185 what will be charged in addition. Kaitlin said that maintenance is annual, not monthly.
186 The plug-ins already established have no additional cost.

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188 The following motions were put forward based on Tara’s executive director’s report.
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192 **MOTION:**
193 **Pete d’Oronzio moved to accept the DBK proposal with the change that they clarify**
194 **the beta test being free and the 3rd party platform use if the DBK one is not ready.**
195 **Also this motion was modified to include the provision of payment in full.**
196 **Bob Scopatz seconded.**

197
198 **MOTION CARRIED**

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200 Patrick Dolan asked Pete if his motion included choosing a payment option. He asked if
201 we can afford the one-time payment. Tara said she checked with Hadi and he suggested
202 we pay in full to get the discount. Patrick moved to amend Pete’s original motion to
203 include the payment in full option.

204
205 Tara asked for a motion regarding updates to the member portal. There are two options
206 under consideration. Option A would include support for committee pages and a separate
207 page for ANSI D16. Option B includes additional features such as chat, uploads, and
208 calendaring. Pete said that he would like for future proposals from DBK to list all the add
209 ins and associated fees.

210
211 **MOTION:**
212 **Pete d’Oronzio Moved to accept Option B**
213 **Eric Tang seconded**
214 **MOTION CARRIED**

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216 Tara asked for people to let her know if you are interested in helping to plan the virtual
217 forum. She reported that Town & Country has let us out of the 2021 contract and we will
218 enter into a contract for 2024.
219

220 She also said that committee chairs should reach out to the new members as soon as
221 possible.
222

223 10. Committees:

224 a. Membership Committee (vacant):

225 No new member applications.
226

227 b. Communications and Public Relations (Stacey Manware)

228 No report.
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230 c. Best Practices Committee (Juliet Little)

231 No report.
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233 d. Awards Committee (Eric Tang)

234 Eric said that Jamie Whelan has shipped to plaques off to the award winners.
235

236 e. Outreach Committee (Rhonda Stricklin)

237 No report.
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239 f. Program Chair Committee (Karla Houston)

240 No report.
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242 g. Sponsor/Exhibitor Committee (Karla Houston)

243 No report
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245 h. Strategic Planning Committee (Staci Hoff)

246 No report.
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248 i. Nominating Committee (Cory Hutchinson)

249 No report.
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251 j. Constitution Committee (Patrick Dolan)

252 Patrick said that he has a draft of the revised Constitution that he will send to the
253 Constitution Committee members after today's meeting. He will set up a meeting
254 in the near future to discuss the changes. He hopes to present the revised
255 documents to the Executive Board.
256

257 k. ANSI Standards Review Committee (John McDonough)

258 John McDonough submitted the following report via email.
259

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

Items to report:

- Plan as of last ASTIP report was to schedule the next D16 Committee meeting in October before the ATSIP Board meeting. Target items:
 - PINS Form filing with ANSI
 - Access and presentation of ANSI D16 items on the ATSIP website
- John has been in contact with NHTSA (Liza LeMaster – FARS Team Leader). They are in the process of coordinating a set of items for consideration in D16 similar to MMUCC. Planning to schedule a call with NHTSA to discuss.
- Now plan schedule the next Committee meeting as follow-up to that discussion to include those items in the meeting.

Action items:

John needs to coordinate with existing committee members on a meeting date following NHTSA call.

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

Pete d’Oronzio asked if there are plans to use the \$800 he offered to support the survey. Karla Houston and Tara will work together to reach out to other sponsors to see if they would like to participate. Once we hear back, we will move forward with the survey.

12. New Business

None

13. Next Executive Board meetings:

November 18, 2020; 1PM Central joint with the General Meeting, **via Zoom**

14. Adjourn

MOTION

Bob Scopatz moved to adjourn

Patrick Dolan seconded

MOTION CARRIED



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Juliet Little closed the meeting at 2:30 PM Eastern time.

Submitted as Draft for Review on 10/21/2020 by Robert A. Scopatz, Secretary
Submitted as Draft for Approval on 11/18/2020
Approved by a vote of the ATSIP Executive Board on 11/18/2020



ATSIP MONTHLY FINANCIAL STATEMENT
Wednesday September 30, 2020

JPMorgan Chase Bank, N.A.	Operating Account	JPMorgan Chase Bank, N.A.	Forum Account
Balance Monday August 31, 2020	\$54,738.15	Balance Monday August 31, 2020	\$74,883.68
Income:		Income:	
Dues Member	\$50.00	NHTSA Reimbursement for Forum Grant/ED Salaries	
Dues Fellow	\$50.00	NHTSA Reimbursement for ANSI Grant	
Affiliate Membership		2020 Platinum Sponsor (\$10,000)	
Donation		2020 Gold Sponsor (\$7500)	
PayPal Transfer		2020 Silver Sponsor (\$5000)	
Dues Member	\$775.00	2020 Bronze Sponsor (\$2600)	
Dues Fellow	\$300.00	2020 Exhibitor (\$1600)	
		Extra Personnel	
		Vendor Spouse	
		Extra Items Ordered	
		2020 Forum Registrations -3@ \$525.00	
		2020 Forum Registrations 4 @ \$595.00	
		2020 Forum Registrations - 5 @ \$575.00	
		2020 Forum Registration - 28 @ \$650.00	
		2020 Forum One-Day - 6 @ \$225.00	
		2020 Forum One-Day - 3 @ \$250.00	
		2020 Forum Spouse/Guest -1 @ \$150.00	
		2020 Tour - 0 @ \$50.00	
		Stripe Balance Transfer (Fellow-Member-Affiliate Member)	\$1,179.23
		PayPal Balance Transfer	\$6,119.77
		Late Fees	
Total Income	\$55,913.15	Total Income	\$7,299.00
Expenses:		Expenses:	
PayPal Expenses		2020 PayPal Expenses Sponsor/Vendor	
Misc PayPal Expense		2020 PayPal Expenses Registration	
		Silvio, Walker \$ Associte Tax Prep(Check#1400)Audit and Tax	
		TSASS Agreement Billing (Check#1401)	-\$1,526.20
		TSASS ANSI D.16 Project Audit Payment	
		ANSI Membership Invoice # 21348	
		bonsai Delegate by Kate Inc Wired Transfer	-\$5,750.00
		MN State Office of Reginstraton for ATSIP	
		The HartFord Insurance	
		ED Expenses	
		Refunds (MS2 Check #1402 & Numetic Check #1405)	
		Wire Fee	
		Guide Book Inc. Check #1404	
		ADP Payroll Fees	
		ADP Wage Pay Tara	-\$3,303.26
		ADP Taxes Tara	-\$1,182.15
			-\$72.40
		2020 TRF Remaining Hotel Payment	
		2020 TRF Remaining Invoices Payment	
		2020 TRF expenses	
		2021 TRF Hotel Deposit	
		ATSIP Mail Box Check #1403	
		Hadi Shirazi-2020 PayPal Fees Cumulative (Check)	
		Hadi Shirazi -2020 Expense Charges Cumulative (Check#1398)	
Total Expenses		Hadi SHirazi - Admin Costs (Check)	
		Total Expenses	-\$11,834.01
Balance Monday September 30, 2020	\$55,913.15	Balance Monday September 30, 2020	\$70,348.67
		Total Assets in Bank as of September 30, 2020	\$126,261.82
		PayPal Non Transferred Income Balance	
		Refunds From PayPal in	
		Net as of	
		History Bank Balance Comparisons:	
		Balance Septemehr 30, 2020	\$126,261.82
		Balance September 2019	-\$143,862.60
		Differences	-\$17,600.78
Submitted to Board 10/16/2020			
Hadi Shirazi, P.E., PTOE			
ATSIP Treasurer			

