

International Society for Concrete Pavements, Inc.

<http://www.concretepavements.org>



BOARD (STRATEGIC PLANNING) MEETING

Saturday, August 16, 2008 13h00

Pacific Room I, Marriott Hotel

San Francisco, CA, USA

DRAFT Meeting Minutes (not reviewed or approved)

Call to Order, Introductions (Zollinger)

The meeting was called to order by President Zollinger at 13h13. He announced that there would be a dinner for the Board at 20h30 and he asked for a final head count for the dinner.

All attendees introduced themselves (see Attachment A for list of attendees).

A planned recap of the 2007 Strategic Planning Meeting Minutes was deferred to the New Business portion of the meeting.

Officer and Committee Reports

Secretary-Treasurer's Report (Snyder)

Mark Snyder presented the Secretary-Treasurer's report (see Attachment B), describing the current status of Society expenditures and providing explanations for all line items that appear to be significantly above or below budget as of the meeting date.

Approval of the Secretary-Treasurer's report was moved/seconded by Tim Smith and Bryan Perrie and approved on a voice vote.

9th International Conference Chair Report (Hall)

Katie Hall provided an update on Conference registration and session planning. She noted that there were more than 300 participants had registered in advance, that there were 17 exhibitors, 7 different workshops planned (some being offered twice) and 72 paper presentations in 18 sessions. She stated that we expected to break even on the conference.

Neeraj Buch (Editorial Chair) thanked everyone who participated in reviews, noting that reviewers had been promised only 3 papers but that many had reviewed 6,8 or even 10 papers.

Katie stated that had been problem with printing proceedings locally (something to do the equations not printing properly) which had made it necessary to stop printing and that paper proceedings would not be immediately available for distribution at the Conference. She noted that there was not much demand overall for paper proceedings and that it may not even be necessary to produce paper proceedings for future conferences – CD-ROM proceedings may be sufficient.

Discussion took place concerning the reasons for the major drop-off in Conference attendance between the 8th Conference (held in 2005 in Colorado Springs) and the current conference in San Francisco. Economics and travel restrictions appear to be keys, particularly for U.S. government and DOT employees, a group that is present in much lower numbers in San Francisco. There

was discussion about how to work at higher levels to encourage and facilitate better attendance at future conference meetings.

Jamshid Armaghani suggested that ISCP should consider using uploaded information, webinars and other ways to convey information to people unable to attend conferences.

George Vorobieff suggested that the Board have an expert come to next meeting to discuss how to do webinars and similar on-line tech transfer activities.

Bryan Perrie described the need to host more regional conferences to involve more people internationally and that this would drive them to future conferences.

2nd Fundamental Workshop Chair Report (Khazanovich/Roesler)

Jake Hiller reported on behalf of Lev and Jeff. He described a successful workshop with 39 registered attendees (28 academic, 12 industry, 9 students and several others including Carl Monismith and a handful of other UCPRC staffers). There were 3 keynote presentations and 20 technical presentations. He observed that we might want to cut back on the number of presentations next time.

The workshop program (with presentation abstracts) will be posted on the ISCP website. Jeff and Lev will deliver a summary of the workshop during the 9th Conference plenary session.

There are preliminary plans to do another workshop prior to the 10th International Conference. It might also be desirable to have more workshops of this sort more often (annually or bi-annually has been suggested). Jake then acknowledged the University of California Pavement Research Center for its help in organizing the Workshop.

Neeraj Buch noted that the workshop could serve as a pipeline for papers to go into the International Journal for Pavement Engineering.

Liaison Member Reports/Announcements

George Vorobieff (ASCP) – The Australian Society for Concrete Pavements (ASCP) was formed in October 2007. It has a funding structure similar that is similar to that of ISCP and consists mainly of individuals at one level (\$100/year) and different levels of organizational sponsorship (\$7.5k, 5k, 2.5k). They raised \$45k in their first year! ASCP has a website (www.concretepavements.com.au). ASCP considered several different approaches to delivering tech transfer info and has settled on using forums/seminars on specific topics. Attendance at these events has jumped from 25 to 80 people and the group is very happy with the improved attendance. The next step for this group is to develop memorandum of understanding with ISCP.

Aniceto Zaragoza (EUPAVE) - EUPAVE consists of four primary committees: membership, technical and statistics, activities (to establish links with commissions and parliament), and preparation of next conference in Seville in 2010. EUPAVE has a new website (www.eupave.eu), and prepares a monthly newsletter that is currently mailed to 1000 people every month. They currently have 17 corporate members (mainly national associations or international corporations) but are working to double this number in the next few months. EUPAVE's offices are currently headquartered at FEBELCEM in Brussels, Belgium.

Aniceto mentioned that the Oct 13-15 2010 – 11th International Symposium on Concrete Roads (organized by EUPAVE) will be held in Seville Spain on October 13-15, 2010, and that PIARC Section 2c (Concrete roads) is meeting on Tuesday afternoon during the 9th Conference in San Francisco.

Tim Smith (Cement Association of Canada) – The provinces of Quebec, Manitoba and Ontario are doing a lot more with concrete pavements lately. Concrete pavements are going head-to-head with “equivalent” asphalt pavement designs and are winning on a first-cost basis without even going to LCCA. He noted that there is now a movement to shift away from marketing and moving more toward industry fairs emphasizing sustainability.

Bryan Perrie (Cement and Concrete Institute [South Africa]) – The government is spending about \$2B to upgrade pavements around Johannesburg in the next 2 years (!) in preparation for hosting the World Cup (football). About 500 km of freeways are getting extra lanes and new bridges, etc.

Old Business

Memorandum of Understanding (MOU) for Affiliate Organizations

Mark presented a rough draft MOU (derived from MOUs of ACI and other organizations) for consideration and discussion.

George Vorobieff - would like to see the MOU say something about ISCP membership status of people in the affiliate organization.

Bryan Perrie noted that the draft MOU seems to be a rather one-way MOU. There was general consensus that the MOU should be a “two-way street”. Much discussion followed about how to fine-tune membership issues in ISCP and associated organizations.

An ad hoc committee was formed (George Vorobieff as chair, Tim Smith, Bryan Perrie, Juan-Pablo Covarrubias and Mark Snyder as members) to refine the draft MOU for presentation at the January meeting.

New Business

José Balbo made a proposal concerning ISCP Board and Officer elections to include the names of all nominees on the election ballot (not just the names of those on the Nominating Committee’s slate).

Much discussion followed. Mark Snyder summarized the current nomination and election process. Shiraz Tayabji presented reasons for continuing the current process, focusing mainly on the need to achieve balance of representation (geographical, academic vs. industry, etc.).

A motion was made and seconded (by Mark Snyder and Neeraj Buch) to adopt the following nomination/election process for ISCP Officers and Board Members:

Criteria for nomination are as follows:

- Three (3) years (minimum) of continued membership and two sponsors (members of the Society in good standing).
- Nominee is able to converse and otherwise communicate reasonably well using English language.
- Nomination submittal will include a “Nominee’s Statement” (approximately one paragraph in length).

Nominations may come from the general membership or from the Nominating Committee. The Nominating Committee will prepare a slate of candidates selected from all nominations received.

The Ballot will present the Nominating Committee's slate along with all other nominees, and will include each nominee's Statement (from the nomination submittal). The Ballot will also include a statement of the desired goal of geographic and categorical diversity. Election results will be subject representational limits included in the By-Laws (e.g., no more than 5 Board Members may reside in any one country). In the event that the election results produce a Board composition that is in violation of a representational limit included in the By-Laws, available positions in any over-represented category will be filled by nominees having the greatest numbers of votes and remaining nominees in this category will be replaced by the nominees in other categories with the next highest numbers of votes.

Bryan Perrie suggested that an additional criterion for ISCP officers should be that they are elected only from the Board and by the Board.

There was discussion of this concept.

Snyder and Buch modified their motion and second to provide an additional nomination criterion for ISCP officers that they will have also served at least one term as a Board Member.

The amended motion passed on a voice vote.

Strategic Planning Session

Key topics for discussion:

- Proposal for Society Reorganization
 - split the Secretary-Treasurer position
 - split the ICCP Chairmanship from the Vice-President position
- Need to hire an Administrative Assistant

Mark Snyder talked about the need to decrease the Secretary-Treasurer's work load and to increase overall Society funding.

Discussion followed on how to increase funding to the Society.

President Dan Zollinger appointed Juan-Pablo Covarrubias to the Membership Committee; Gerry Krozel will help with corporate membership issues.

Discussion followed concerning what ISCP can offer to potential organizational members.

It was moved and seconded (Zollinger and Covarrubias) that the board authorize the Secretary-Treasurer to use up to \$10000 to hire administrative support for the Secretary-Treasurer position to be used at the discretion of the Secretary-Treasurer for the year 2008 AND that the board authorize the president to start a search for a part-time executive director of the Society for a fee not to exceed \$25000/year (including all fees/benefits, etc.). This motion was passed on a voice vote.

BREAK

There was a discussion of ISCP's dues structure (as it relates to providing sufficient income for hiring an executive director. George Vorobieff will provide a copy of the ASCP model for dues assessments and benefits for various levels of corporate sponsorship and Brian Perrie will send similar information for relevant South African organizations. Mark Snyder will distribute these to the membership committee for consideration.

George Vorobieff motioned (and Jake Hiller seconded) that individual member dues be raised to \$100/yr. effective in 2009. Discussion followed and the motion and second were modified to raise the dues to \$75/year for 2009 and \$100/year for 2010. There was discussion before the motion passed on a voice vote.

Juan Pablo Covarrubias, Gerry Krozel and the rest of the membership committee will work on establishing an appropriate rate and benefits structure for various levels of organizational membership.

Proposed Committee Assignments (Zollinger)

President Zollinger stated his intent to fill the chairs for the following committees, required by Board actions in previous meetings):

1. Activities Committee
2. Liaison Committee
3. Membership Committee
4. Technology Transfer Committee
5. Conference Steering Committee

Dan Zollinger asked Bryan Perrie to chair the Tech Transfer Committee with the assistance of Mike Darter. Bryan and Mike were charged with preparing a proposal for the January meeting on how best to move the Society's tech transfer activities forward. Anyone with suggestions should send them to Mike or Bryan.

It was moved and seconded (by Zollinger and Perrie) that the chair of each standing committee be appointed by the President. This motion was carried on a voice vote.

Katie Hall moved that the Vice-President serve as the point of communication between the Conference Steering Committee chair and the Executive Committee. Discussion followed, but there was no second and the motion was withdrawn.

Katie Hall indicated her intent to produce (by January 2009) a "post-mortem" document concerning the 9th Conference and a blueprint document for organizing future conferences.

Dan Zollinger solicited volunteers for the position of Activities Committee Chair. He then appointed José Balbo to chair this committee. He will be assisted by Shiraz Tayabji, Jamshid Armaghani and Anna-Carin Brink.

Discussion of Future Society Activities

The following off-year conference/workshops are being considered:

- Australia (August 2009; George will be working on details)
- South Africa (2013)
- South America (possibly early 2009 or 2011)

Any regional conferences planned for 2009 and 2011 should follow the “South Africa Model” used in 2007.

André Jasienski noted that there are EUPAVE Board meetings scheduled to be held in Brussels on Sept 15 and December 3 2008 and that ISCP’s President (or designee) should attend on behalf of ISCP.

10th International Conference Issues

Tim Smith discussed a presentation to be made the next day at the General Membership Meeting by Denis Thebeau of the Ministry of Transportation – Quebec in Canada in support of hosting the 10th International Conference.

Sam Tyson expressed concern about FHWA’s ability to provide support for a conference held outside of the U.S., stating that support will probably be significantly reduced from present levels (or eliminated). Shiraz Tayabji talked about evolution of FHWA support and the pros/cons of doing the ISCP Conference in Canada.

Tim Smith noted that he is already working on obtaining Canadian financial support in advance for the 10th conference in hopes of offsetting any possible loss of FHWA support.

Regarding scheduling of future Conferences, Neeraj Buch pointed out the need to consider student schedules. Dan Zollinger suggested including a weekend in the Conference schedule to facilitate student attendance if the Conference is scheduled to take place during the school year. It was pointed out that the Conference is ALWAYS scheduled during someone’s school year (northern hemisphere vs. southern hemisphere).

Sam Tyson pointed out that part of the attendance at this year’s Conference was facilitated by the ability to host concurrent meetings of other FHWA-sponsored groups. Travel to such meetings will probably not be possible if the Conference is held outside of the U.S., which will be reflected in a decrease in conference attendance.

Good and Welfare/Announcements

Dan Zollinger reminded all attendees of the general membership meeting the following day at 10h00.

It was also announced that the next annual meeting would be held on Saturday, January 10, 2009 in Washington, DC, USA (in conjunction with the Transportation Research Board Annual Meeting).

Neeraj Buch moved to adjourn (seconded by Bryan Perrie). The motion passed on a voice vote and the meeting was adjourned at 19h14.

Respectfully submitted,
Mark B. Snyder
Secretary-Treasurer

ATTACHMENT A
August 16, 2008 ISCP Board Meeting Attendees

<u>Name</u>	<u>Affiliation</u>
Jamshid ARMAGHANI	Florida Concrete and Products Assn, USA
José BALBO	University of São Paolo, BRAZIL
Neeraj BUCH	Michigan State University, USA
Juan Pablo COVARRUBIAS	TCPavements, CHILE
Michael DARTER	ARA, Inc., USA
Jim GROVE	FHWA, USA
André JASIENSKI	FEBELCEM, BELGIUM
Carlos JOFRÉ	IECA, SPAIN
Katie HALL	Fugro Consultants, Inc., USA
Jake HILLER	Michigan Technological University, USA
Erwin KOHLER	Dynatest, USA
Gerry KROZEL	Prairie Material, USA
Bryan PERRIE	Cement and Concrete Institute, SOUTH AFRICA
Tim SMITH	Cement Association of Canada, CANADA
Mark B. SNYDER	Consultant and ARA, Inc., USA
Shiraz D. TAYABJI	Fugro Consultants, Inc., USA
Sam TYSON	FHWA, USA
Suneel VANIKAR	FHWA, USA
Leif WATHNE	ACPA, USA
George VOROBIEFF	Head-to-Head International, AUSTRALIA
Aniceto ZARAGOZA	EUPAVE, BELGIUM
Dan ZOLLINGER	Texas A&M University, USA

ATTACHMENT B
Secretary-Treasurer's Report
August 16, 2008 ISCP Board Meeting

ISCP Membership Report
Prepared by M. B. Snyder for the Board of Directors
August 16, 2008

End of 2007		2008 Goal	As of 8-16-08
10	Corporate	16	12
177	Individual	210	169
11	Student	30	27
14	Honorary	14-16	14
202	Total	~255	210*

*** includes 43 new members; 29 countries represented**

2008 ISCP Operating Budget (Proposed vs Actual as of 8-16-08)						
prepared by M.B. Snyder, 8-16-08						
INCOME						
	2008 Approved		2008 Actual to Date		Actual as % of Budget	
Dues - Annual Membership						
Individual	\$10,000		\$4,785		48%	
Corporate	\$14,000		\$1,500		11%	
<i>Total Dues - Annual Membership</i>		\$24,000		\$6,285		26%
External Conference Support						
Government Support						
Industry Support			\$14,500			
<i>Total External Support</i>		\$0		\$14,500		0%
Investment Income	\$2,000	\$2,000	\$955	\$955	48%	48%
Other Income						
Registration Fees - 2nd Fundamental Workshop	\$9,450		\$11,340			
Return of 9th Conference Expenses	\$26,720					
Sale of Publications	\$0		\$0		0%	
January Dinner Co-Pays from Members	\$250		\$169		68%	
<i>Total Other Income</i>		\$36,420		\$11,509		32%
Total Income		\$62,420		\$33,249		53%

	2008 Approved		2008 Actual to Date		Actual as % of Budget	
EXPENSES						
Services						
Accounting	\$1,700				0%	
Other						
<i>Services - TOTAL</i>		\$1,700		\$0		0%
Bank Service Charges	\$175	\$175	\$52	\$52	30%	30%
Credit Card Service Fees	\$400	\$400	\$588	\$588	147%	147%
Insurance						
Liability Insurance	\$350				0%	
International Travel Liability	\$2,680					
Director and Office Insurance	\$1,407				0%	
<i>Insurance - TOTAL</i>		\$4,437		\$0		0%
Office Supplies/Services and Equipment						
General Office Supplies	\$650		\$100		15%	
Printing: Member Cards, Etc.	\$100		\$57			
Postage and Delivery Charges	\$500		\$233		47%	
General Office Services (Mailing-related)	\$300		\$169		56%	
Office Equipment	\$200		\$1,070		535%	
Software	\$200		\$160		80%	
<i>Office Supplies/Services and Equipment - TOTAL</i>		\$1,950		\$1,789		92%
Website Expenses						
Hosting	\$150		\$95		63%	
Content Updates	\$250				0%	
<i>Website Expenses - TOTAL</i>		\$400		\$95		24%
Utilities						
Telephone	\$350		\$484		138%	
Internet Access						
<i>Utilities - TOTAL</i>		\$350		\$484		138%
9th Int'l Conference Expenses						
Management Services	\$8,000		\$8,000		100%	
Call for Papers: Graphics and Printing Expenses	\$0				#DIV/0!	
Conf. Reg. Brochures: Graphics and Printing Expenses	\$7,000				0%	
Exhibitors Brochures: Graphics and Printing Expenses	\$220				0%	
Travel (Conference Planning, Site Visits)	\$3,000				0%	
Promotional Items (Hats, etc.)	\$2,500				0%	
Other (Pull-up Banner, Office Supplies, Shipping)	\$0		\$600			
<i>9th Int'l Conference Expenses - TOTAL</i>		\$20,720		\$8,600		42%
2nd Fundamental Conference Expenses	\$9,450	\$9,450	\$6,650	\$6,650		
International Activity Support						
SCAN Tour Support	\$0				0%	
Other	\$2,500		\$542		22%	
<i>International Activity Support - TOTAL</i>		\$2,500		\$542		22%
Meeting Expenses						
Annual January Meeting	\$2,000		\$3,276		164%	
Mid-Year Meeting	\$0				0%	
Other Meetings	\$1,000				0%	
<i>Meeting Expenses - TOTAL</i>		\$3,000		\$3,276		109%

Travel Expenses						
Board Travel Subsidy & Reimbursement (2007 Strategic Planning Retreat)	\$1,656		\$2,406		145%	
Travel (Officer Meetings)		\$1,656		\$2,406		145%
<i>Travel Expenses - TOTAL</i>						
Miscellaneous	\$0	\$0		\$0	0%	0%
TOTAL EXPENSES		\$46,738		\$24,482		52%
NET INCOME		\$15,682		\$8,767		56%