

## **BOARD MEETING**

Friday, February 26, 2010, 1200 GMT  
Draft Teleconference Meeting Minutes

### **Board members and officers in attendance**

Jamshid Armaghani, Jose Balbo, Anna-Carin Brink, Neeraj Buch, Juan Pablo Covarrubias, Jim Grove, Jake Hiller, Erwin Kohler, Bryan Perrie, Luc Rens, Jeff Roesler, Tim Smith, Mark Snyder, Bo Tian, George Vorobieff

### **Call to order**

President Snyder welcomed the board members and called the meeting to order at 1202 GMT.

### **Nomination and discussion of candidates for 2 director positions**

There is a need to fill 2 director positions left vacant by Neeraj Buch and Johan Swilferbrand. The following names were proposed to fill these positions (i) Leif Wathne (ACPA-national), (ii) Lev Khazanovich (Associate Professor, University of Minnesota), (iii) Xinkai Li (Lecturer and Graduate student, Harbin University, China), (iv) Stephan Villaret (Consultant, Germany), (v) Tom Burnham (Minnesota Department of Transportation) and (vi) Tom Kazmierowski (Ministry of Transport - Ontario, Canada). The candidates who are elected to these positions will serve for 2 years on the board. Tim Smith volunteered to contact Tom Kazmierowski and check whether he is willing to serve on the ISCP board. Stephan Villaret has been contacted by President Snyder and a response is expected soon. Jake Hiller will create an electronic ballot and send it out the membership. Snyder advised that Li has been a member for only 2 years and is not eligible for election to the Board.

### **Presentation and discussion of recommendation for society administrator hire**

An ad hoc committee consisting of Mark Snyder, Neeraj Buch, Dan Zollinger, Shiraz Tayabji and Craig Hennings screened the five applications. The five applicants are:

1. Amy Dean (current graphic artist and part-time assistant to ACPA-Southeast Chapter)
2. Cari Jefferson (current full-time office administrator for Fugro Consultants, MD office)
3. Jackie Kurshoff (current part-time Administrator for ACI-MN and other groups)
4. Christy Stevens (current part-time Administrator for ACPA-Southwest and other groups)
5. Laura Taylor (current full-time Michigan State University staff)

The summaries of qualifications were sent to the board for review prior to the meeting. President Snyder suggested 2 possible models for filling the position. The first model includes the hiring of 1 admin assistant to handle the society finances, membership, newsletter and webpage maintenance, the second model includes splitting the duties and hiring 2 admin assistants: one assistant to handle the society finances, membership and website maintenance, and the second to handle the newsletter and any future society brochures (for example announcements for the 2012 10<sup>th</sup> ISCP conference in Quebec City). Based on this background the board settled for model 2 and the following motion was passed unanimously (Grove and Perrie moved and seconded the motion)

“that Laura Taylor be hired to assist with the society finances, membership and website maintenance and that Amy Dean be hired to work on the society newsletter and brochures.”

### **Proposal for support of Peru Workshop on concrete pavements**

Juan Pablo Covarrubias, Jr., Erwin Kohler and Jeff Roesler are organizing a Concrete Pavement workshop to be held in Lima, Peru at the end of March, 2010. Covarrubias and Kohler approached President Snyder for ISCP endorsement of this workshop. The endorsement will entail (i) permission to use the ISCP logo in all promotional material for the workshop and (ii) ISCP will advertise this workshop in their newsletter and website. The society endorsement request was approved by President Snyder as the theme of the workshop is aligned with the society's goals. However, Covarrubias and Kohler also requested that the attendees of the workshop be offered a one-time introductory (\$35) ISCP membership and some of the travel costs incurred by the board members participating in the workshop be subsidized by the society. In lieu of this support the participating board members will introduce the mission of the society and staff an ISCP booth at the workshop.

Perrie suggested that the society needs to have a standing policy in place for such requests. Tim Smith suggested that the introductory membership fee should be \$40. In light of the request and ensuing discussion the 2 motions were placed before the board for their vote:

“that the attendees at the workshop will be offered a one-time introductory membership to ISCP for \$35 .”

“that the society will pay a total of \$750 to offset the travel costs to the workshop incurred by participating ISCP Board members.”

The motions were moved and seconded by Balbo and Grove. Both the motions were unanimously passed.

### **Announcements**

President Snyder mentioned that the International Society for Asphalt Pavements has established a committee on Pavements and the Environment. He suggested that ISCP should think about establishing an ad hoc committee addressing the issues of Concrete Pavements and the Environment.

The next board meeting (teleconference) is tentatively scheduled for April 23, 2010 at 1200 GMT)

Jose Balbo moved to adjourn, seconded by Neeraj Buch and the motion was approved on a voice vote at 8:00 am (EST).

Respectfully submitted,  
Neeraj Buch  
Secretary-Treasurer