

COMBINED ANNUAL MEMBERSHIP AND BOARD MEETING

Saturday, January 21, 2013, 17h30 EST
Thurgood Marshall Room, Marriott
Washington, DC, USA

Draft-Meeting Minutes

Call to Order, Introduction

The meeting was called to order by President Snyder at 17h55. All attendees introduced themselves (see attachment A for list of attendees).

Review and Approval of January 2012 Meeting Minutes

Lev Khazanovich moved to accept the meeting minutes as submitted, Leif Wathne seconded the motion. The meeting minutes were approved on a voice vote.

Officer and Committee Reports

President's Report (Snyder): There was extensive discussion of the benefits of ISCP membership. The current benefits that the members enjoy include:

- Access to LINKEDIN
- ISCP publications and newsletters
- Reduced rates to ISCP, ASCP and EUPAVE events
- Reduced membership rates for employees of corporate members

President Snyder also noted that in order to recruit and retain the following should be considered

- Part time paid director to lead ISCP and work on improving benefits and increase the membership rolls
- Engage with the corporate members and brainstorm this question
- Price structure-for economic sustainability
- What is the core expertise that ISCP provides
- Use technology to transfer knowledge
- Post video clip of "real" projects on the ISCP website for members only

Secretary-Treasurer's Report (Buch): Neeraj Buch presented membership breakdown for 2012. Paper copy of membership invoices were sent first, followed by two electronic reminders.

Neeraj Buch then presented the Treasurer's report, providing a summary of the 2012 closing financial statements and the approved 2013 budget. The final close out for the 10th ICCP and the 3rd TW will be done by Jan 31 and the 2012 budget will be finalized and presented to the board for approval. The reports were approved by a voice vote. A copy of the approved budget is attached in Appendix B.

Mark Snyder presented final comments and financial information on the 10th International Conference on Concrete Pavements (ICCP), noting that world economic condition and other

factors had led to a decrease in attendance from the 2008 event. However, sponsor and exhibitor support was a record high in 2012, which helped to keep the event to a nearly revenue-neutral position.

Jeff Roesler summarized the 3rd Technical Workshop (TW) that preceded the 10th ICCP, noting that this event turned a small profit. He asked that this money be set aside toward the planning and conduct of the 4th TW in 2016. Roesler also noted that the TW presentations will be posted on the ISCP website.

Standing Committee Reports

- *Activities Committee (Jose Balbo)* - The Australian Society for Concrete Pavements is organizing a technical workshop in 2013 and ISCP has been invited to participate. There is also a possibility to hold an ISCP-sponsored workshop in Peru. Jake Hiller represented ISCP at the 2012 IBRACON conference. The next conference is planned for 2015.
- *Past-President Dan Zollinger* is working on developing a slate of candidates for the upcoming fall ISCP Officer Elections, and is also accepting nominations for ISCP Honorary Membership.
- *Sustainability Committee (Wathne)*-The committee sponsored the sustainability workshop at 10th ICCP. The workshop was well received by the participants.

New Business

Corey Zollinger (CEMEX) presented a proposal from Texas-based industry members for holding the 11th ICCP in San Antonio in 2016.

Jake Hiller will prepare and distribute a survey to determine if there is an alternative time for the annual meeting to improve attendance. The choices are (i) leave the meeting time as is; (ii) delay the meeting time by about an hour; or (iii) move it to Sunday evening.

The meeting was adjourned at 18h20 (EST)

Submitted by
Neeraj Buch

Appendix A-2012 General and Board Meeting Attendee List

| Name | Affiliation |
|------------------------------|--|
| ARMAGHANI, Jamshid | Global Systems Solutions |
| BALBO, Jose | Universidade de São Paulo |
| BORDELON, Amanda | University of Utah |
| BUCH, Neeraj | Michigan State University |
| CERVANTES, Victor | Navy |
| COVARRUBIAS, Juan Pablo, Jr. | TC Pavements, CHILE |
| DARTER, Mike | ARA/UIUC |
| FUNG, Rico | Cement Association of Canada |
| GREER, Charles | AMEC E&I |
| GROVE, Jim | Federal Highway Administration |
| HAREVY, John | UC Davis/UCPRC |
| HILLER, Jake | Michigan Technological University |
| KAZMIEROWSKI, Tom | Ministry of Transportation, Ontario |
| KHAZANOVICH, Lev | University of Minnesota |
| KOHLER, Erwin | Dynatest |
| NASSIRI, Somayeh | University of Alberta |
| ROESLER, Jeff | University of Illinois |
| SMITH, Gordon | Iowa Concrete Paving Association |
| SNYDER, Mark | American Concrete Pavement Association |
| WANG Qiang | SRA |
| WATHNE, Leif | American Concrete Pavement Association |
| ZOLLINGER, Corey | CEMEX |
| ZOLLINGER, Dan | Texas A&M University |

Appendix B-2012 Financial Statement

| INCOME | 2012 Approved | 2012 Actual (as of 12/31/2012) | % Budget |
|---|-----------------------|--------------------------------|---------------|
| Dues - Annual Membership | | | |
| Individual | \$ 10,000.00 | \$ 6,870.00 | 68.7% |
| Corporate | \$ 14,000.00 | \$ 42,000.00 | 300.0% |
| <i>Total Dues - Annual Membership</i> | \$ 24,000.00 | \$ 48,870.00 | 203.6% |
| Investment Income | \$ 500.00 | \$ 687.34 | 137.5% |
| Misc Income (Jan post-mtg dinner revenue) | | \$ 569.00 | |
| Conference and Workshop Income | | | |
| Xi'an Conference (Reimb for 2011 Expenses) | | \$ 2,875.60 | |
| 3rd Workshop | | | |
| Delegate Registration Fees | \$ 14,000.00 | \$ 13,781.00 | 98.4% |
| ACI Sponsorship | | \$ 1,000.00 | |
| <i>Total 3rd Workshop Income</i> | \$ 14,000.00 | \$ 14,781.00 | 105.6% |
| 10th ICCP | | | |
| Delegate Registration Fees | \$ 187,500.00 | \$ 159,775.00 | 85.2% |
| Exhibitor Registration Fees | \$ 50,000.00 | \$ 38,400.00 | 76.8% |
| Sponsors or Support (reduced for dues to ISCP) | \$ 75,000.00 | \$ 85,500.00 | 114.0% |
| <i>Total 10th ICCP Income</i> | \$ 312,500.00 | \$ 283,675.00 | 90.8% |
| <i>Total Conference/Workshop Income</i> | \$ 326,500.00 | \$ 301,331.60 | 92.3% |
| Total Income | \$ 351,000.00 | \$ 351,457.94 | 100.1% |
| EXPENSES | 2012 Approved | 2012 Actual (as of 12/31/2012) | % Budget |
| Bank Service Charges | \$ 100.00 | \$ 54.95 | 55.0% |
| Credit Card Service Fees | \$ 700.00 | \$ 661.01 | 94.4% |
| <i>Bank and Credit Card Charges and Fees - TOTAL</i> | \$ 800.00 | \$ 715.96 | 89.5% |
| Insurance | | | |
| Liability Insurance | \$ 500.00 | \$ 425.00 | 85.0% |
| International Travel Liability | \$ 2,500.00 | \$ - | 0.0% |
| Director and Office Insurance | \$ 1,400.00 | \$ 1,300.00 | 92.9% |
| <i>Insurance - TOTAL</i> | \$ 4,400.00 | \$ 1,725.00 | 39.2% |
| Office Supplies/Services and Equipment | | | |
| General Office Supplies | \$ 500.00 | \$ 785.45 | 157.1% |
| Printing: Member Cards, Etc. | \$ - | \$ - | |
| Postage and Delivery Charges | \$ 500.00 | \$ 37.31 | 7.5% |
| General Office Services (Mailing-related) | \$ - | \$ - | |
| Office Equipment | \$ - | \$ 481.49 | |
| Software | \$ 200.00 | \$ 524.95 | 262.5% |
| ISBN | | \$ 400.00 | |
| <i>Office Supplies/Services and Equipment - TOTAL</i> | \$ 1,200.00 | \$ 2,229.20 | 185.8% |
| Tech Transfer Initiative Support | \$ 5,000.00 | \$ - | |
| <i>Tech Transfer Initiative Support - TOTAL</i> | \$ 5,000.00 | \$ - | 0.0% |
| Website Expenses | | | |
| Hosting | \$ 200.00 | \$ 169.35 | 84.7% |
| Domain Registration | | | |
| <i>Website Expenses - TOTAL</i> | \$ 200.00 | \$ 169.35 | 84.7% |
| Utilities | | | |
| Teleconferencing Fees | \$ 2,000.00 | \$ 857.38 | 42.9% |
| <i>Utilities - TOTAL</i> | \$ 2,000.00 | \$ 857.38 | 42.9% |
| 3rd Int'l Workshop Expenses - Total Projected | \$ 14,000.00 | | |
| LAC DELAGE | | \$ 3,000.00 | |
| Lev Khazanovich (various expenses) | | \$ 10,817.14 | |
| <i>3rd Int'l Workshop Expenses</i> | \$ 14,000.00 | \$ 13,817.14 | 98.7% |
| 10th Int'l Conference Expenses - Total Projected | \$ 326,500.00 | | |
| AGORA | | \$ 26,910.00 | |
| AGORA-paid Service Contracts | | \$ 38,221.00 | |
| STANDEX | | \$ 9,209.80 | |
| F&B (HOTEL) | | \$ 43,777.60 | |
| Chateau Frontenac | | \$ 123,034.70 | |
| Publicite Cantin | | \$ 11,223.94 | |
| Patrice Painchaud | | \$ 5,719.09 | |
| Wristbands | | \$ 6,522.00 | |
| AUTO EXCELLENCE | | \$ 1,786.99 | |
| Production STRADA | | \$ 1,575.00 | |
| COPI EXPRESS | | \$ 1,329.16 | |
| Photographer | | \$ 250.00 | |
| Graphics (Amy Dean) | | \$ 13,804.50 | |
| Book Keeping (Laura Taylor) | | \$ 903.00 | |
| Credit Card Fees | | \$ 7,587.30 | |
| Bank Fees | | \$ 420.00 | |
| Postage | | \$ 1,482.00 | |
| Office Supplies | | \$ 58.00 | |
| ACPA | | \$ 588.67 | |
| Travel and Other Expense Reimb (Snyder and Smith) | | \$ 3,595.39 | |
| <i>10th Int'l Conference Expenses - TOTAL</i> | \$ 326,500.00 | \$ 297,998.14 | 91.3% |
| Services | | | |
| Newsletter (Amy Dean) | \$ 8,000.00 | \$ 9,083.95 | |
| Administrative (Laura Taylor) | \$ 2,000.00 | \$ 2,653.00 | |
| Accounting Services | \$ 2,000.00 | \$ 350.00 | |
| Other Professional Fees | | | |
| <i>Contractor's - TOTAL</i> | \$ 12,000.00 | \$ 12,086.95 | 100.7% |
| International Activity Support | \$ 3,000.00 | \$ - | |
| <i>International Activity Support - TOTAL</i> | \$ 3,000.00 | \$ - | 0.0% |
| Meeting Expenses | | | |
| Annual January Meeting | \$ 1,500.00 | \$ 1,355.06 | |
| Other Meeting Expenses (Mid-Year Board Meeting) | \$ 1,000.00 | \$ 528.21 | |
| <i>Meeting Expenses - TOTAL</i> | \$ 2,500.00 | \$ 1,883.27 | 75.3% |
| 11th International Conference | | | |
| Planning Expenses | | | |
| Travel Expenses | | | |
| Board Travel Subsidy & Reimbursement | \$ 4,500.00 | \$ 753.73 | |
| <i>Travel Expenses - TOTAL</i> | \$ 4,500.00 | \$ 753.73 | 16.7% |
| Miscellaneous | \$ 500.00 | \$ - | 0.0% |
| TOTAL EXPENSES | \$ 376,600.00 | \$ 332,236.12 | 88.2% |
| NET INCOME | \$ (25,600.00) | \$ 19,221.82 | -75.1% |

Appendix C-2013 Budget

| INCOME | 2013 Proposed | |
|---|---------------|-----------------------|
| Dues - Annual Membership | | |
| Individual | \$ 7,000.00 | |
| Corporate | \$ 8,000.00 | |
| <i>Total Dues - Annual Membership</i> | | \$ 15,000.00 |
| Investment Income | \$ 500.00 | \$ 500.00 |
| Total Income | | \$ 15,500.00 |
| | | |
| EXPENSES | 2013 Proposed | |
| Bank Service Charges | \$ 100.00 | |
| Credit Card Service Fees | \$ 500.00 | |
| <i>Bank and Credit Card Charges and Fees - TOTAL</i> | | \$ 600.00 |
| Insurance | | |
| Liability Insurance | \$ 500.00 | |
| International Travel Liability | | |
| Director and Office Insurance | \$ 1,400.00 | |
| <i>Insurance - TOTAL</i> | | \$ 1,900.00 |
| Office Supplies/Services and Equipment | | |
| General Office Supplies | \$ 500.00 | |
| Printing: Member Cards, Etc. | \$ - | |
| Postage and Delivery Charges | \$ 500.00 | |
| General Office Services (Mailing-related) | \$ - | |
| Office Equipment | \$ - | |
| Software | \$ 200.00 | |
| ISBN | | |
| <i>Office Supplies/Services and Equipment - TOTAL</i> | | \$ 1,200.00 |
| Tech Transfer Initiative Support | \$ 2,000.00 | |
| | | \$ 2,000.00 |
| Website Expenses | | |
| Hosting | \$ 200.00 | |
| Domain Registration | \$ 200.00 | |
| <i>Website Expenses - TOTAL</i> | | \$ 400.00 |
| Utilities | | |
| Teleconferencing Fees | \$ 1,000.00 | |
| <i>Utilities - TOTAL</i> | | \$ 1,000.00 |
| Services | | |
| Newsletter (Amy Dean) | \$ 9,000.00 | |
| Administrative (Laura Taylor) | \$ 2,500.00 | |
| Accounting Services | \$ 500.00 | |
| Other Professional Fees | | |
| <i>Contractor's - TOTAL</i> | | \$ 12,000.00 |
| International Activity Support | \$ 3,000.00 | |
| <i>International Activity Support - TOTAL</i> | | \$ 3,000.00 |
| Meeting Expenses | | |
| Annual January Meeting | \$ 1,500.00 | |
| Other Meeting Expenses (Mid-Year Board Meeting) | \$ 1,000.00 | |
| <i>Meeting Expenses - TOTAL</i> | | \$ 2,500.00 |
| 10th International Conference | | |
| Hard copies of the proceedings | \$ 1,000.00 | |
| | | \$ 1,000.00 |
| 11th International Conference | | |
| Planning Expenses | \$ 5,000.00 | |
| | | \$ 5,000.00 |
| Travel Expenses | | |
| Board Travel Subsidy & Reimbursement | \$ 13,500.00 | |
| <i>Travel Expenses - TOTAL</i> | | \$ 13,500.00 |
| Miscellaneous | \$ 500.00 | |
| | | \$ 500.00 |
| TOTAL EXPENSES | | \$ 44,600.00 |
| NET INCOME | | \$ (29,100.00) |