



**Minutes of the Board/Membership Meeting (NOT YET REVIEWED OR APPROVED)**  
**Tuesday, October 24, 2006, 20h00 (01h00 GMT)**  
**Chicago Peace Room, O-Hare-Rosemont Doubletree Hotel**  
**Rosemont (Chicago), Illinois, USA**

The meeting was called to order at 20h17 by President Zollinger. All attendees introduced themselves. (A list of attendees is attached.)

### **Officer and Committee Reports**

#### **President's Report (Zollinger)**

President Zollinger reviewed highlights of the September Board meeting held in Brussels. He noted that Juan Pablo Covarrubias, Jean-Pierre Christory and Halil Ceylan have volunteered to provide translation services for the ISCP newsletter (into Spanish, French and Turkish, respectively). He described that plans for the 9<sup>th</sup> International Conference are developing well and that Katie would provide an update on the hotel selection process later in the meeting. He noted that interest in the conference interest looks good and that the Society needs to build on that. The initiative with the IJPE (discussed and approved at the July 2006 meeting) is moving forward. There has also been discussion since the last meeting about the future of the Society (e.g., the possible need for part-time administrative help, etc.).

#### **Review of Meeting Minutes**

The Secretary's minutes from the September 2006 meeting were reviewed and approved (m/s Darter/Krozel, approved by voice vote; these minutes are now posted on the ISCP website.)

#### **Treasurer's Report (Snyder)**

The treasurer's report was reviewed and discussed briefly. All Society finances appear in reasonable shape. Most expense line items are on track to finish the year within budget, and anticipated income is in line with expectations. The treasurer's report was approved on a voice vote (Vorobieff/Grove m/s).

#### **Editorial Committee Chair Report on Journal Paper Transfers (Buch)**

Neeraj Buch reported on work to transfer papers from the Society electronic journal to the International Journal for Pavement Engineering. Five papers had been submitted to Norb Delatte for the 2<sup>nd</sup> issue of the Society journal; the authors of all of those papers have given permission to forward their papers to IJPE and 3 have been forwarded so far. In addition, there were 3 new papers published in the first volume of the ISCP online journal; the authors of those papers will also be contacted to have them submitted to the IJPE.

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Neeraj noted that the IJPE special concrete issue is now available and can be ordered online.

Tim Smith – can you please tell which papers have been forwarded and which have been uploaded? Neeraj did so. (Will provide to MBS for minutes).

MBS to provide link to online. Get link to inform members about impact factor.

#### 9<sup>th</sup> International Conference Steering Committee Report (Hall)

Katie Hall recapped the process for identifying candidate sites for the 9<sup>th</sup> Conference. Consideration was given to several non-U.S. sites, but it was decided that there was insufficient lead time to adequately consider non-U.S. sites for this conference (but that Montreal or Quebec City should be considered the tentative site for the 10<sup>th</sup> Conference in 2012; Tim Smith noted that the Quebec Ministry of Transportation was very excited about having the conference there and has offered assistance in the conference planning and execution). The San Francisco Bay area was eventually identified as the best overall choice for the 9<sup>th</sup> conference. Katie then summarized process used by the conference management service provider (Nona Schaler of Occasional Events, Inc.) for identifying the best candidate venues in the Bay area. She noted that Mark Snyder and Jim Grove solicited opinions concerning the pros and cons of the various candidate venues during the recent pavement conferences and workshops in Belgium (September 2006).

The board then reviewed a matrix of expected costs for meals, rooms and services at each of the six primary venues under consideration in the Bay area.

There was a brief discussion concerning the proposed time for the conference (August 10-14), with particular emphasis on possible scheduling conflicts with other conferences (e.g., the Pavement Management Conference), holiday schedules, typical start times for university staff, etc. It was determined that there would be possible scheduling problems no matter what dates are chosen and that the current dates (Aug 10-14, 2008) offer as few potential conflicts as any others, so there was no motion to change them.

The board then returned to evaluating the 6 candidate venues and eventually came to the same conclusion as the steering committee: select the San Francisco Marriott and sign the contract (m/s Covarrubias, Krozel, passed on a voice vote without opposition).

Mark Snyder was instructed to check on the AAA rate for the hotel (to see if it was any better than the rate being offered by the hotel in their contract [note: it isn't – the quoted rate is as much as \$100 lower than the AAA rate]) and to see whether other area hotels offer cheaper rates [they do, but not for the same quality and not by a lot for lower quality nearby]. Mark was also asked to investigate whether the Marriott would honor the conference rate for attendees coming a few days early or staying a few days late [note: this was successfully added to the contract] and whether the contract would be voided in case of "acts of god (i.e., earthquakes, etc.) [note: a clause of this type was added to the contract].

ACPA representatives at the meeting indicated that ACPA chapters might be willing to assist in providing sponsorship money to pay the difference between allowable DOT room rates and those that the Marriott is charging if it will help to get DOT people to attend the conference.

Extensive discussions about the conference finances followed. It is estimated that there will be about a \$100k shortfall between conference expenses and revenue. Many suggestions were

made to the conference steering committee and chair about ways to reduce cost and/or raise money. It was suggested that the committee explore the possibility of having “sponsored” breaks.

Tom Pyle and CALTRANS volunteered to contribute CDs, A/V supplies, etc. for the conference and indicated that he expects CALTRANS may send a large delegation to this conference.

Mike Darter volunteered that ARA can help with planning the spouses program for the conference.

### **Old Business**

#### **Review/Approval of Revised Conference Management Services Contract (Snyder)**

Mark Snyder presented the revised conference management services contract with Occasional Events, Inc. (Nona Schaler) and explained how the value of the negotiated contract was now based on the payment for the 2005 conference, adjusted for expected inflation and escalated with increases in attendance. The contract was approved on a voice vote (m/s Wathne, Grove).

#### **Member Survey Committee Report (Hall) – Get this stuff from Katie**

Katie Hall provided a brief overview of the results of the member survey that was conducted earlier in the year. Highlights included the following:

- The International Conference needs to be the main focus of the organization, and part of the strategic plan should include a provision for documenting the conference planning process for future conferences.
- There is a need for increased presence of ISCP in other countries.
- The Society should provide encouragement for greater international involvement in US activities (more involvement in the newsletters, for example).
- There was an appreciation for the day-to-day Society management and in the Newsletter.
- There was concern about the Society journal situation (now resolved)
- There is a need for periodic reviews of the Society mission statement and constitution.

Katie noted that we have all of the feedback that we are going to get – it is now time to move forward with the development of a strategic plan.

Juan Pablo Covarrubias then presented his vision for a “strategic plan” (attached). Discussion followed. He noted that this is general approach and that the Society needs to have an annual action plan to determine what to do to pursue the goals.

President Zollinger directed Katie Hall to continue to work to develop a strategic plan along these lines in the context of what the issues are.

### **New Business**

#### **Election of ISCP Representatives on IJPE Editorial Board (Buch)**

Six Society members volunteered to fill the 4 available IJPE Editorial Board positions: Darter, Mack, Ceylan, Kohler, Buch and Silfwerbrand. Neeraj proposed the following four nominees: Darter, Mack, Buch and Silfwerbrand.

Discussion followed. Darter offered to withdraw to allow younger members Kohler or Ceylan to serve. Further discussion followed and the following nominees were selected (m/s Darter/Covarrubias): Buch, Kohler, Mack and Silfwerbrand.

Proposals for action on ISCP Member Survey Results

This item was tabled due to lack of time.

**Good and Welfare/Announcements**

Next Annual Meeting (Tentative) – Saturday, January 20, 2007, 5:00 p.m. EST (22h00 GMT), Washington, DC, USA

Final comments concerning the 9<sup>th</sup> Conference: Darter noted the need for marketing, sponsorship and promotion of the event. Wathne volunteered to help by contacting NRMCA, UCPA and CALTRANS.

The meeting was adjourned at 22:42 CST.

Respectfully submitted,  
Mark B. Snyder  
ISCP Secretary-Treasurer