



## **International Society for Concrete Pavements, Inc.**

### **Minutes of the Board/Membership Meeting (approved October 24, 2006) Monday, September 18, 2006, 13h00 (11h00 GMT) Horizon Meeting Room, Sheraton Brussels Brussels, BELGIUM**

The meeting was called to order at 13h26 by President Zollinger, who welcomed all attendees to the first ISCP board meeting ever held outside of the USA. He thanked Luc Rens, André Jasienski and FEBELCEM for their assistance in arranging for the meeting.

All attendees introduced themselves. (A list of attendees is attached.)

The Secretary's minutes from the July 2006 meeting were reviewed and approved (m/s Darter/Grove). (These are now posted on the ISCP website.)

#### **Officer and Committee Reports**

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

Current ISCP activities are mainly extensions and continuations of those described at the July meeting in Chicago. Highlights: planning of the 9<sup>th</sup> International Conference on Concrete Pavements (to be held in the San Francisco/Napa Valley area of California, USA); arrangements have been made for the publication of journal papers and articles through the International Journal of Pavement Engineering (IJPE), and members of ISCP will serve on the IJPE editorial board; and we have an excellent newsletter system (now being published bi-monthly) and website.

We need to improve on member participation in Society activities and on board member participation in meetings (through attendance or teleconferencing). There were several no-shows for the last board meeting and only one member participated by telephone. If the timing of the meetings is a critical issue (for teleconference participation), then we need to identify times that are better for increased participation and hold meetings at those times.

We also need to better define the ISCP mission; obtaining and acting upon a summary of the recent member survey results is crucial.

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

The treasurer's report (attached) was reviewed and approved.

##### **9<sup>th</sup> International Conference Update**

Mark Snyder and Jim Grove presented summaries of the recent site evaluations of 6 potential conference hotels in the San Francisco/Monterey area (see attachment).

General discussion followed (Q – question, A – answer, C – comment):

Q: Are these food and beverage numbers similar to those for the previous conference?

A (Shiraz Tayabji): Yes.

C: It appears that, based on costs and location in the San Francisco area, the main choice here is between the Marriott and the Hyatt Airport.

An informal polling of the board was done to determine whether members preferred to be downtown for a little more money vs. near the airport and save some money. Only two members preferred the airport option, all others preferred the downtown location.

C: We probably want to locate the conference downtown (as opposed to a half-hour away near the airport), but we also want to watch costs because higher costs means we need to raise registration rates and/or solicit additional sponsorships.

C: We need to keep sponsorship costs low.

C: Consider using early, late and on-site registration rates (cut off all advance registration one week in advance of conference).

C: Need to emphasize in the program that the registration fee includes food (at least certain meals), because this is not common practice for many conferences around the world. Let people know explicitly what their registration fee includes.

C: It was suggested to have a pie chart showing income and expenses for each registration fee somewhere in the registration materials or on the website.

C: It was suggested that the Society should NOT provide breakfasts at the event (to save expenses) since it seems that many people do not take advantage of them anyway.

An informal polling of the board was done to determine approximate price break points for both registration and for hotel rooms at the Conference. The general consensus was that registration fees should not exceed \$700 - \$750 and room rates should not exceed \$200 per night, if possible.

## **Old Business**

### **Member Survey Committee Report (Grove)**

The report on the member survey conducted late last Spring still has not been produced. Some members of the Board expressed frustration at this lack of progress. It was recommended that the committee be strongly encouraged to finish this report for review at the October board meeting so that recommendations for action can be made at the January meeting.

## **New Business**

Juan-Pablo Covarrubias brought up the need to produce a Spanish version of the ISCP newsletter and webpage to facilitate their usefulness in South American countries. He volunteered to provide the resources for performing such translations.

General discussion followed during which the Board agreed that such translations would help to “get the message” out to audiences around the world.

Following this discussion, Jean-Pierre Christory offered to provide the resources (through PIARC) to translate the newsletters and webpage into French and Halil Ceylan offered to do translations into Turkish.

It was suggested that ISCP members be solicited to provide translations into other common languages. It was also suggested that each translated newsletter should contain a solicitation for new members.

#### Announcement of New Honorary Members (Zollinger)

President Zollinger announced that Drs. Hermann Sommer and Shiraz Tayabji were elected by the Board to Honorary membership. Brief summaries of their accomplishments were read and it was announced that the formal induction will be done at the January Board Meeting in Washington, D.C.

#### Presentation of 9<sup>th</sup> International Conference Management Services Contract

Mark Snyder presented a proposed contract for contract management services from “Occasional Events” (Nona Schaler) for the 9<sup>th</sup> International Conference (see attachment). The Board reviewed the contract and didn’t like the provision for payment based on a percentage of expenditures because a) it provides no incentive for economizing and b) it creates potential problems as the conference moves from high-cost venues to low-cost venues (and vice-versa) in succeeding years.

After much discussion, the board recommended that the Treasurer negotiate a fixed base cost (based on the 8<sup>th</sup> Conference costs) with potential for escalation if the number of registrants exceeds a certain number.

#### Potential Future Board Meeting in South Africa

Mark Snyder and Bryan Perrie will canvass Board to determine whether a June, July, or August meeting date would be preferred. Bryan will continue to work on details for a possible workshop that would feature Board members as speakers to defray their travel costs in attending the meeting.

#### Meeting Attendance

Dan Zollinger talked about the need for better attendance/participation by board members at board meetings. Discussion followed. It was decided to continue to hold board meetings in conjunction with other events and to encourage attendance and participation by teleconference. In cases where there are not enough members present for a quorum, votes shall be taken at the meeting and concluded by having the Secretary canvass the Board by e-mail.

#### Good and Welfare/Announcements

Next ISCP Board Meeting – Tuesday, October 24, 8:00 p.m. CDT (01h00 GMT) Doubletree Hotel O’Hare-Rosemont (Chicago, IL), USA

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

The meeting was adjourned at approximately 14h45.

## **September 18, 2006 ISCP Board Meeting Attendees:**

<b><u>Name</u></b>	<b><u>Affiliation</u></b>
Michael DARTER	ARA, Inc., USA
Jim GROVE	CP Tech Center at Iowa State University, USA
Dan ZOLLINGER	Texas A&M University, USA
Mark B. SNYDER	Consultant, USA
Shiraz D. TAYABJI	CTL Group, Inc., USA
Bryan PERRIE	C & CI, SOUTH AFRICA
Jean-Pierre CHRISTORY	LROP, FRANCE
Julie VANDENBOSSCHE	University of Pittsburgh, USA
Suneel VANIKAR	FHWA, USA
Halil CEYLAN	Iowa State University, USA
Jorge SOLANO	Costa Rica Institute for Cement, COSTA RICA
Juan Pablo COVARRUBIAS	ICH, Chile
Luc RENS	FEBELCEM, BELGIUM
George VOROBIEFF	Head-to-Head Int'l, AUSTRALIA (by telephone)
Jamshid ARMAGHANI	Florida Concrete and Products Assn, USA
André JASIENSKI	FEBELCEM, BELGIUM

2006 ISCP Budget Update				
prepared by M.B. Snyder, 9-12-2006				
INCOME				
	2006 Approved		2006 To Date (9/12/06)	
Dues - Annual Membership				
Individual	\$6,500		\$5,742	
Corporate	\$8,000		\$2,500	
Total Dues - Annual Membership		\$14,500		\$8,242
External Support				
Government Support			\$1,643	
Industry Support				
Total External Support		\$0		\$1,643
Investment Income	\$800	\$800	\$918	\$918
Other Income				
Sale of Publications	\$150		\$0	
Miscellaneous			\$1,953	Jan Dinner Fees and
Total Other Income		\$150		\$1,953 FM Workshop Exp Reimb
Total Income		\$15,450		\$12,756
EXPENSES				
	2006 Approved		2006 To Date (6/30/06)	
Services				
Accounting	\$2,500		\$1,504	
Other				
Services - TOTAL		\$2,500		\$1,504
Bank Service Charges	\$60	\$60	\$20	\$20
Credit Card Service Fees	\$250	\$250	\$254	\$254
Insurance				
Liability Insurance	\$3,000		\$0	
Director and Office Insurance	\$1,700		\$0	
Insurance - TOTAL		\$4,700		\$0
Office Supplies/Services and Equipment				
General Office Supplies	\$500		\$556	
Printing: Member Cards, Etc.				
Postage and Delivery Charges	\$500		\$204	
General Office Services (Mailing-related)	\$50		\$156	
Office Equipment	\$200		\$74	
Software	\$200		\$108	
Office Supplies/Services and Equipment - TOTAL		\$1,450		\$1,097
Website Expenses				
Hosting	\$100		\$155	
Content Updates	\$900		\$889	
Website Expenses - TOTAL		\$1,000		\$1,044
Utilities				
Telephone	\$150		\$126	
Internet Access				
Utilities - TOTAL		\$150		\$126
Conference Expenses		\$0		\$0
International Activity Support				
SCAN Tour Support	\$4,000		\$2,800	
Other	\$2,500		\$0	
International Activity Support - TOTAL		\$6,500		\$2,800
Meeting Expenses				
Annual January Meeting	\$1,000		\$1,159	
Mid-Year Meeting	\$500		\$0	
Other Meetings				
Meeting Expenses - TOTAL		\$1,500		\$1,159
Travel Expenses				
Travel (Conference Planning)	\$6,000		\$1,663	
Travel (Officer Meetings)				
Travel Expenses - TOTAL		\$6,000		\$1,663
Miscellaneous		\$0	\$193	\$193 Plaques
TOTAL EXPENSES		\$24,110		\$9,860
NET INCOME		(\$8,660)		\$2,896

Property	Distance from SF Airport	Airport Shuttle Avail/Cost	Tax Rate	Condition	Competing Events?	Meeting Room Rental Rate	F/B Minimum	# Rooms	Std. Room Rates	Govt Room Rates	Internet Access/Charges	Spa/Pool/Club/Perks	Est Food & Bev
Hyatt Airport	3 miles	Yes (to SFO and BART)/Free	10%	Newly Renovated	No	Comp with 90% room use and F/B Minimum	\$75,000	789	\$179	\$86 Standard	Yes, \$9.99/day	Yes/Yes	\$571
Marriott	12 miles/30 mins (15/40 to Oakland)	Yes \$15 to SFO, \$25 to Oakland	14%	Good	Yes		\$95,000	1498	\$199 sgl + esc, \$25 add'l per	50 @ prevailing rate	Yes, charge in room, free in lobby	Yes, Yes	\$647
Westin St. Francis	12 miles/30 mins (15/20 to Oakland)	Yes \$15/person/each way	14%	Historic/Good (Ongoing renovation)	Yes	Comp w/ 90% room use and F/B minimum	\$125,000	1200	\$199 sgl, \$25 add'l per	50 @ prevailing rate	Yes, \$17/day internet/phone	Yes/Yes (charge)	\$990
Hyatt Regency Monterey	San Jose - 71 Miles, SFO - 116 miles, Monterey - 2 miles	Yes \$40 each way to SF, S.J		Currently a bit shabby. Renovation to start soon and complete by 2008.	No	Comp with 90% room use and F/B minimum	\$93,925.00	575	\$199 sgl, \$25 add'l per, \$10/frm resort fee	\$140, 50 max avail	Yes, \$17/day internet/phone	By 2008/Yes	\$576
Hilton SF	14 miles/20 min	Yes \$15 SF, \$25 Oakland	14%	Good, \$60M Renovation starts soon.	Yes	Comp with 90% room use and F/B minimum	\$149,000	1908	\$239 sgl, \$25 add'l per	\$145 currently	Yes, charge in room, free in lobby	Yes/Yes	\$775
Fairmont	12 miles/30min (15/40 to Oakland)	Yes \$15 each way	14%	Historic. Some current impressive, other areas OK.	Not currently	Comp w/90% room use and F/B minimum	\$140,000	591	\$249	\$234, 50 max avail	Yes, \$14/day	Yes/Yes (charge)	\$1,015

Day	#	Meal Choice	Hyatt Airport	Marriott	Hilton	Westin St Francis	Fairmont	Hyatt Monterey
Sunday								
Breakfast - Board of Directors	40	Continental	\$ 25.75	\$	22.00	\$ 39.00	\$ 32.00	\$ 35.00
AM Board of Directors Break	40	Break	\$ 15.75	\$	18.95	\$ 19.00	\$ 20.00	\$ 26.00
Lunch - Board of Directors	40	Buffet	\$ 28.75	\$	47.00	\$ 49.00	\$ 55.00	\$ 49.00
PM Break	150	Break	\$ 15.75	\$	18.95	\$ 19.00	\$ 20.00	\$ 26.00
Reception	300	Hot & Cold	\$ 55.00	\$	40.00	\$ 75.00	\$ 150.00	\$ 150.00
Monday								
Breakfast	300	Continental	\$ 25.75	\$	22.00	\$ 39.00	\$ 32.00	\$ 35.00
AM Break	300	Break	\$ 15.75	\$	18.95	\$ 19.00	\$ 20.00	\$ 26.00
Lunch	300	Buffet	\$ 28.75	\$	47.00	\$ 49.00	\$ 55.00	\$ 49.00
PM Break	300	Break	\$ 15.75	\$	18.95	\$ 19.00	\$ 20.00	\$ 26.00
Dinner - on their own								
Tuesday								
Breakfast	300	Continental	\$ 25.75	\$	22.00	\$ 39.00	\$ 32.00	\$ 35.00
AM Break	300	Break	\$ 15.75	\$	18.95	\$ 19.00	\$ 20.00	\$ 26.00
Lunch	300	Buffet	\$ 32.00	\$	47.00	\$ 49.00	\$ 55.00	\$ 49.00
PM Break		Break	\$ 15.75	\$	18.95	\$ 19.00	\$ 20.00	\$ 26.00
Dinner - on their own								
Board of Directors Dinner	40	In House	\$ 62.00	\$	69.00	\$ 79.00	\$ 140.00	\$ 130.00
Wednesday								
Breakfast	300	Continental	\$ 25.75	\$	22.00	\$ 39.00	\$ 32.00	\$ 35.00
AM Break	300	Break	\$ 15.75	\$	18.95	\$ 19.00	\$ 20.00	\$ 26.00
Lunch	300	Buffet	\$ 32.00	\$	47.00	\$ 49.00	\$ 55.00	\$ 49.00
PM Break	300	Break	\$ 15.75	\$	18.95	\$ 19.00	\$ 20.00	\$ 26.00
Awards Banquet	400	Plated	\$ 62.00	\$	69.00	\$ 79.00	\$ 140.00	\$ 130.00
Thursday								
Breakfast	300	Continental	\$ 25.75	\$	22.00	\$ 39.00	\$ 32.00	\$ 35.00
AM Break	300	Break	\$ 15.75	\$	18.95	\$ 19.00	\$ 20.00	\$ 26.00
Conference Ends								
Total Per Person			\$ 571.00	\$ 646.55	\$ 775.00	\$ 990.00	\$ 1,015.00	\$ 575.95
		Coffee	\$6/person/hour	\$75 / gallon	\$80 / gallon	\$98 / gallon	\$6/person/hour	\$57.95 / gallon
		Tea	\$6/person/hour	\$75 / gallon	\$75 / gallon	\$98 / gallon	\$6/person/hour	\$57.95 / gallon
		Soft Drink	\$3.75/each	\$4.95 / each	\$4 / each	\$4.75 each	\$5 / each	\$3.95 / each
		Cookies	\$4.50 / person	\$50 / dozen	\$48 / dozen	\$54 / doz	\$60 / dozen	\$30.95 / dozen
		Fresh Fruit	\$6.50 / person	\$6.50 / person	\$12 / person	\$3 / per piece	\$8/person	\$6/person
		Candy Bars	\$3.00 / each	\$36 / dozen	\$3.50 / each	\$3.50/ each	\$4 / each	\$3.50/ each
		Apples	\$2.50 / each	\$2.25 / each	\$48 / dozen	\$5 / each	\$3 / each	\$5 / each

***Conference Agreement between Occasional Events, and the International Society for Concrete Pavements  
for the 9<sup>th</sup> International Conference on Concrete Pavements to be held in San Francisco, California,  
August, 2008***

This document constitutes an agreement between Occasional Events, and the International Society for Concrete Pavements for the administration of the 9<sup>th</sup> International Conference on Concrete Pavements, to be held in San Francisco, California, 2008. This document constitutes the sole agreement between the parties; no terms or conditions, other than those explicitly stated in this agreement exist.

Once the event is booked and contracted, Occasional Events will be available to help execute the entire scope of the event. It is our goal to make your event run smoothly to your exact specifications. We will provide event planning, scheduling, logistical arrangements, program flow, food and beverage requirements, audio-visual needs, and contracts and payments for goods and services. Additional staff will be contracted for the receipt of the Call for Papers, Registration Collection Data Entry, and Graphic Design.

Each conference shall have project support. Primary tasks will include:

- Attend conference committee meetings pertaining to the ISCP International Society's Conference on Concrete Pavements.

- Work with the conference chairs to prepare preliminary and final conference budgets for approval by ISCP.

- Process Requests for Proposal (RFP) for the conference site selection's CVB. Receive bids and communicate with hotel sales force. Coordinate and manages housing, function/reception service needs and local travel arrangements during the planning and execution of committee meetings and the annual conference. This responsibility includes negotiating with local housing bureaus and hotels for the best rates on rooms, and services.

- Assistance with program promotion in cooperation with the Chair, including the production and distribution of promotional materials including design, print and mailing of Registration Brochure, informational brochures such as the Call for Papers, Program, and Proceedings, both printed and CD versions.

- Serve as primary contact and coordinator for external contractors. Work closely with ISCP and major operations contractors (audio-visual, exhibition management, and the general services contractor) and act on behalf of the ISCP for all negotiations with the hotel or convention center and local CVB.

- Authorize financial disbursements in cooperation with the ISCP and otherwise monitor all financial and accounting activities of the conference.

- Coordinate and facilitate administrative and operational aspects of the conference, as well as supervising all on-site conference operational activities.

- Develop, manage, and maintain on-line conference information.



Maintain reports, agendas, contracts, surveys, databases, personnel data and other necessary materials and communications for reporting to ISCP.

Assist individual committee members with planning and arrangements for subcommittee meetings, and for onsite services required at the conference.

Coordinate with ISCP to provide the meal count.

Hold primary responsibility for registration activities both in advance and onsite.

Set up, staff and manage the conference management office onsite at the conference.

Provide support for and participation in strategic and long-range planning efforts for ISCP conference and implementing the conference strategic plan in partnership with ISCP.

Provide management of general space allocation, assignments, scheduling and servicing in both the convention center and hotels for ISCP related activities, such as general conference programs, meal functions and receptions.

Merchandise coordination will include coordination with design contractor and committee for development of a fixed number of designated merchandise pieces. This includes establishing procedures, contingency plans and generally for managing the acquisition, inventory, and distribution of these items.

In cooperation with ISCP, Occasional Events will negotiate and administer fiscal requirements, including budget, program fees, participant fees, and all income and expenses.

☐ Occasional Events will be reimbursed for the above services, as indicated in the estimated program budget in increments of \$1,500 per month from September 2006 through October 2008. The final payment to be paid in October of 2008 will reflect the actual event services fee, based on actual expenses.

☐ Occasional Events will be reimbursed for the above services, as indicated in the estimated program budget with an initial down payment of \$5,000, and \$1,000 incremental payments per month beginning November, 2006. The final payment to be paid in October of 2008 will reflect the actual event services fee, based on actual expenses.

ISCP Responsibilities will be coordinated by the committee of which Katie Hall and Mark Snyder serve as Program Chairs and hosts for the conference.

ISCP will assume all charges associated with cancellation or reduction of venues. These include the meeting space, dining services, housing, and any other services provided.

In accordance and cooperation with the Americans with Disabilities Act, ISCP will identify and provide auxiliary aids and services for participants upon request.

ISCP will assist in the development of the program budget.

ISCP will establish appropriate content and format for the program to serve the needs of the participants.

ISCP will provide a mailing list of the targeted audience.

ISCP will identify presenters and assist Occasional Events in gaining their commitments to participate in the program.

ISCP will provide copy text for promotional materials that convey the message of the conference. This will include editing program proceedings.

**Insurance:** During the conference, ISCP will maintain in force commercial general liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence and provide a certificate of insurance prior to the conference.

**Payment Guarantee:** ISCP guarantees the payment of un-recovered expenses, including cancellation charges. ISCP guarantees payment of food, refreshments, and awards not covered by fee income. ISCP will assume financial responsibility for all unpaid registrations, disputed credit card payments and returned checks.

**Liability:** Occasional Events assumes no responsibility for any property of the participant which is lost, stolen, damaged, or destroyed. Occasional Events will not be liable for failure to perform if prevented by circumstances beyond reasonable control.

**Indemnification:** ISCP agrees to indemnify Occasional Events and hold harmless from and against all liability, losses, damages, claims, liens, and expense (including legal fees) arising out of, or connected with the conference.

**Budget Estimate:** The conference will be managed in agreement with the budget estimate based on facilities utilized and services rendered for the event. The cost estimates are subject to change based on revised conference needs and actual costs will be charged. Any additional conference services added will result in additional charges that will be reflected on the final account after the event concludes.

After reviewing the agreement and budget estimate, please indicate your approval by signing in the appropriate space and forwarding the document to me.

**Accepted by:**

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ISCP Representative

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Date