

ISCP OPEN MEMBERSHIP AND BOARD MEETING
Saturday, January 10, 2015, 5:30 pm (local time)
Marriot Marquis, Liberty Salon L
Washington, D.C., USA
Draft Meeting Minutes

Board members and officers in attendance:

Neeraj Buch, Jeff Roesler, Jake Hiller (by GoToMeeting), Mark Snyder, Leif Wathne, Sherry Sullivan, Peter Taylor, Jim Grove, Erwin Kohler, Lev Khazanovich, Robert Rodden (Executive Director), Corey Zollinger (incoming board member)

Absent board members and officers:

Somayeh Nassiri, Bryan Perrie, Tim Smith, George Vorobieff, Anna-Carin Brink, Juan Pablo Covarrubias, Luc Rens (GoToMeeting availability was a last-minute decision and not announced)

Guest:

Sign in sheet in Appendix A

Call to order/Roll Call:

President Buch welcomed the board members and called the meeting to order at 5:43 pm (local time).

Dinner discussion commenced.

Review and Approve Board Meeting Minutes

The minutes from the board meeting held in Washington DC were approved as submitted. The motion to approve the meeting minutes was proposed by Jim Grove and seconded by Sherry Sullivan.

Officer and Committee Reports:

President's report: President Buch noted the appointment of Robert Rodden as the Executive Director of ISCP. Several board meetings have occurred via video conference over the last 3-4 months to create and modify an executive plan.

Secretary-Treasurer's Report:

Secretary-Treasurer Jake Hiller presented a recap of 2014 and projections for 2015 via GoToMeeting. The 2015 budget was approved (Appendix B) by the board (14 approved, 1 dissension, and 3 abstentions) just before the end of the year.

For 2014, there was a large discrepancy between the projected and actual income (Actual income was \$6,036.56 and budgeted income was \$27,500). Delay in invoicing was one reason for this difference, but also that we did not bring in new organizational members as planned. For the most part, our actual expenditures were below our budgeted expenditures with the biggest exception with consultant salaries. The expenditures for the newsletter were higher than anticipated and we also had costs for lawyer services (to hire an executive

director) and new ISCP logo development. We did also not anticipate the mailing costs for the 10th Conference proceedings to be as high (\$1000 vs. \$1,544.78 actual). Travel expenses for mid-year meeting were under-budget. Overall, ISCP budgeted \$42,800 and actually spent \$31,052.27.

Rico Fung raised a question on the board expenses for the mid-year travel. Some people did not put in for the expense reimbursement. Budgeted \$750 per board member. The \$750 is standard reimbursement regardless of the location. The \$750 was established based on a nominal cost. The board approved this value.

For the 2015 accepted budget, there are some major deviations from our past approach. The hiring of an executive director has allow ISCP to pursue technology transfer engagement both online as well as through workshops/seminars/webinars that should increase our income. The executive director will also be key on an aggressive membership drive for both individual and organizational members through a new pricing/benefit plan. Our contract with the executive director has a revenue sharing clause to help promote new member registrations. The executive committee has decided to postpone membership invoicing for 2015 until we get the new website up and running.

Our budget for 2015 is aggressive as this is the first time ISCP will have a paid person working on our membership drive and benefits for the Society. The risk is that our cash reserves are low (\$48,397.49), so a successful year is a must. Challenging to get an approved budget with the changing business model. Approved income has \$6,000 and \$10,000 income from individual and organizational, respectively, membership renewal dues. New individual and organizational membership dues is projected at \$3,750 and \$15,000. Two workshops are planned for 2015 and 6 webinars. Projecting \$6,000 income from workshops and \$2400 from webinars.

- Most expenses are staying about the same. Office supplies costs are increasing due to Executive Director.
- \$2,000 for tech transfer initiative for web development.
- Revenue sharing budget of \$3,750 and \$937.50 for Executive Director Incentives
- Newsletter development budget is decreased to \$7,000 due to Executive Director.
- \$600 for Laura Taylor for administrative help.
- \$25,200 for Robert Rodden as ¼ time budgeted salary per contract.
- \$6,000 for international activities to send two members to international conference.
- Some money set aside for midyear meeting.
- Budget some money for 11th international conference. Owe \$6500 this year for this conference. Budgeted \$2,500 for other things related to the conference. No income related to the conference. Income will most likely begin in early 2016.
- \$6000 budgeted for midyear. It is anticipated that this meeting will be revenue neutral from a corresponding workshop in Chicago, but this needs to be finalized.

For 2015, ISCP has a projected net loss of \$15,244.38. This bottom line is expected to pick up for 2016 due to the 11th ICCP and the second year of a changing business model.

Rico Fung asked about the blue figures coming through (projections for new members and revenues based on this). If these projections are not met, then we could be bankrupt in a few years. Do we need to start cutting back now? Planning expenses are a major expense that we can't control. Another major expense is the Executive Director salary. If the projections are not met, then the Executive Director would likely not be renewed for 2016. Mark Snyder commented that we need to give a chance for the business model to take effect and see where ISCP is at midyear. President mentioned that these questions have been brought up, but ultimately the executive director needed to be hired and we can evaluate at midyear in 2015.

Discussion ensued. Rico Fung– can we give membership an idea of where we stand at midyear? The board will share our situation at that point.

Mike Darter – talks about some of the challenges with the new business model.

Jeff Roesler - discussed the incentivized structure of Exec Directors position.

Sherry Sullivan noted other benefits of the hiring.

It was also noted that historically we haven't had balanced budgets and have relied on income from the ICCPs to carry over a budget.

Corey Zollinger noted that we cannot put the membership drive solely in Robert's hands. It is on the organization as a whole. We need a balance of bringing in members and providing value. Part of Robert's position is bringing in members. Need to make sure we support with participation when we host events.

Amy Dean provided a list of non-members that are getting the newsletter that could be potential members.

11th International Conference Update (Leif Wathne - chair of conference presenting with assistance from Corey Zollinger)

Details on the upcoming conference location in San Antonio, Texas, USA were discussed including: temperature, Riverwalk, Alamo missions, hill country, Marriott hotel. Marriott Rivercenter Hotel cost \$179/night for the conference dates. The end of summer brought the cost down and conference steering committee negotiated well for the hotel. Knibbe Ranch could possibly host social event as it provides a number of opportunities. Rico Fung asked about free wifi.

The first call for papers was distributed with a deadline of April 30. An electronic copy is on the website. A request to share the advertisement and start passing around the brochures was noted.

Leif then went over the presentation of preliminary program, breakdown of reception, awards banquet and entertainment, tech sessions, exhibit hall, site visits, and workshops. ISCP wants TxDOTs engagement and give them the opportunity to help shape the program and engage them as a full sponsor if possible.

Volunteers for committees were requested. Need help for tech program and paper review (Tom Burnham, Tom Kazmierowski, Lev Khazanovich, Mike Darter, Rico Fung, Sherry Sullivan, Charlie Greer, Jeff Roesler, Qiang Wang. Jeff Roesler to help on the front end of reviewing site.

Workshops (Peter Taylor as chair) wants to differentiate between sessions and workshops to make sure they feel different. The plan is to set up 5 or 6 rooms with different themes with 2-3 presentations and a panel in order to give people a chance to have interactive learning. ACI's concrete testing workshop was noted as an example. Need strong individuals to lead each room. Jim Grove will help with that. How many rooms can we have for this? Materials, design, construction, foundations. Workshops are not to incorporate papers. Need some experienced speakers to start discussion. Mike Darter recommends TxDOT-specific with CRCP workshops. Should we have an RCC workshop? If so, Corey Zollinger's RCC Group to sponsor. Help drive membership by tying in workshop sponsorship? Get sponsorships through focused workshops/sessions (AEA specific workshop). Do 8 workshops, then 3 or 4 could be focused ones from sponsorships. Can't compete between sessions and workshops. Competitive concrete workshop (Dan Zollinger). Atmosphere in TX is changing from CRCP to competitive. Jim Grove, Rico Fung, and Dan Zollinger to help with workshops.

Student competition (Somayeh Nassiri chair) – Eric Ferrebee to help.

Local Conference (Corey Zollinger Chair) – Jan Prusinski, Gerry Lankes, Andy Naranjo to assist. Corey and Jan met with TxDOT and San Antonio last week. Hopefully good participation from TxDOT. Driving local attendance from the local conference chair. Local and private groups are needed to get a strong Texas attendance. Also working on fundraising. Jan and Corey to talk to Cement Council of Texas to get Texas contractors and engineering firms to generate sponsorships. We may need to cater a bit to locals (streets and roads). Corey noted a great history of cement production in San Antonio with a quarry and cement plant converted to a mixed use facility that could make for an interesting attraction/draw. Dan Zollinger will request sponsorship from TTI to help get TxDOT involved. 11th ICCP could be coupled with another type of meeting to boost attendance, i.e. AFH50 concrete pavement construction could have midyear meeting at the same time to help get more registration.

The committee is working on sponsorship levels ... \$20k, \$10k, \$5k, and a fourth level as well? Give sponsor 2 year to distribute the cost to reduce the hit to budget. Multiple installments is easier to swallow. Make sure to have deadlines to get the money upfront. Get the contractors by selling sponsorships for the workshops. ACPA down in Texas and try to get this in the pipeline.

International Promotion (Mark Snyder chair) – Mark Snyder, Luc Rens, Sherry Sullivan. Will coordinate with Corey and promoting on different levels. Get international sponsorships, exhibitors and attendees.

DISCUSSION: How does this go along with Robert Rodden's position? Need to make this clear so we don't overlap between the two. Keep Robert plugged into these conversations. Who is overseeing the budget for this? Track the conference expenses all as one which is overseen by Executive Committee, particularly Neeraj Buch and Jake Hiller. Need to work on the details of this.

Sponsors – talked to FHWA (historically a big sponsor). FHWA is still weighing sponsorship. TxDOT was just met with and they are very supportive, but no numbers yet. Equipment and contractors, other untapped resources are a possibility. Setting a target goal for sponsorships? Conference cost is generally between \$300,000 and \$325,000. The conference has generated revenues differently (registration/membership/sponsorship/exhibits). Too premature to set a specific dollar value. The committee plans to generate as much as we can from all three, but exhibitors are limited by space. Plan to list potential sponsors and set a goal for each before talking to them. This will be worked on.

Have 270-280 rooms and need some percentage of that. We could potentially add \$50 to registration if not staying at conference hotel to help alleviate some risk to ISCP.

Spread the word in committees at TRB.

AFN20 -

AFN10 – Amanda Bordelon

AFH50 – Rico Fung

AFN40 – Rico Fung

AFD50 – Jeff Roesler

AFN30 –

AFD70 – Amanda Bordelon

Executive Director Report (Robert Rodden)

Robert gave an update on last quarter. Began by looking back at ISCP's mission statement: Working towards advancing PCC pavements. An action plan was developed to shape the future of ISCP. Robert talked to the board and ISCP members to figure out what ISCP should look like and developed a 20-page strategic plan. Wanted to get everything we wanted in the plan, which ultimately was not accepted for long-term strategic plan. It was deemed too much at that point to enact. Robert revised this vision and brought back a 9-month action plan while a long-term plan can be discussed at midyear.

Robert highlighted four main activities

- Active online dialog
- Language barrier breakdown
- On-site tech transfer
- Online tech transfer fees

Annual membership fees will increase, but all existing members get discount of 50% initially. If we are offering more, we need to charge more. Four levels for organizational members with varied benefits for each level.

Memberships will be for 12-months starting the day of payment and not calendar or fiscal year necessarily.

Individual Member Benefits

New website will host conference proceedings (not only from our conference but others as well). Need to get access to 8-10th conference proceedings so we can distribute. Need to get permission to host European proceedings as well.

ISCP will pay webinar speakers (25% of the live registration, up to \$250).

A list of complete benefits is available online at www.concretepavements.org/join

Organizational Member Benefits

Active online dialog. Continuous news feed replacing the pdf newsletter to help generate engagement online.

Website is 85% complete should go live soon.

Language barrier breakdown

Release 3rd overlay guide in Spanish, Turkish and FHWA techbriefs for IMCYC are being conducted with ISCP.

On-site tech transfer

2 hosted workshops and conferences (perhaps up to 4) planned for 2015. For now, ED and EC working on the presenters. In the future, we will begin to consider other ways to determine these speakers and opportunities.

Online Tech Transfer

Members choice webinars are being proposed for 2015. We will work towards all webinars being member driven. After 2 years, the webinars fall off the website.

Webinars can be in any language, but must provide English translations too.

Other ideas discussed

- Logo, podcasts, CRCP center or fibers
- Student sponsorship
- Tech transfer in construction
- Get global agency engagement – like NCC online

Old Business

The newly elected board members were introduced and include the following:

- Rolf Breitenbücher Ruhr-University Bochum (Germany) – new director
- Anna-Carin Brink AECOM (Australia)
- Juan Pablo Covarrubias TCPavements (Chile)
- Erwin Kohler Dynatest, Inc. (Chile)
- Luc Rens FEBELCEM (Belgium)
- Peter Taylor National Concrete Pavement Technology Center (USA)

- Corey Zollinger CEMEX (USA) - new director

ISCP President Neeraj Buch thanked outgoing directors Bo Tian and Jim Grove for their continued service to ISCP. The ISCP membership and guests thanked Amy M. Dean for her work on the ISCP newsletter and 11th ICCP materials.

- During the 12th International Conference on Concrete Roads in September 2014 in Prague, Czech Republic, Professor Dan Zollinger, Past President of ISCP, received the “ISCP Honorary Member Award”; Leif Wathne, ISCP Director, received the Award for the “Best Marketing Paper”; and Jerry Voigt, American Concrete Pavement Association (ACPA) CEO and President gave the plenary presentation.

The meeting was adjourned at 8:00 pm (local time). Mark Snyder made the motion to adjourn and Charlie Greer seconded.

Prepared by Eric Ferrebee and Jake Hiller

Appendix A – Attendee Roster

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Appendix B – Approved Budget and Assets

INCOME	2014 Approved		2014 Actual		% Budget	2015 Approved	
Dues - Annual Membership							
Individual	\$ 7,000.00		\$ 1,470.00		21%	\$ 6,000.00	
Organizational	\$ 20,000.00		\$ 4,000.00		20%	\$ 10,000.00	
New Individuals (target 50)						\$ 3,750.00	
New Organizational						\$ 15,000.00	
Total Dues - Annual Membership		\$ 27,000.00	\$ 5,470.00		20%		\$ 34,750.00
Workshop Income (Net)						\$ 12,000.00	
Total- Workshop Income							\$ 12,000.00
Webinar Income						\$ 2,400.00	
Total- Webinar Income							\$ 2,400.00
Investment Income	\$ 500.00	\$ 500.00	\$ 366.56		73%	\$ 250.00	
Total- Investment Income			\$ 366.56				\$ 250.00
Miscellaneous Income			\$ 200.00				
Total- Miscellaneous Income			\$ 200.00				
Total Income		\$ 27,500.00	\$ 6,036.56		22%		\$ 49,400.00
EXPENSES	2014 Approved		2014 Actual		% Budget	2015 Approved	
Bank Service Charges	\$ 150.00		\$ 119.25			\$ 150.00	
Credit Card Service Fees	\$ 650.00		\$ 358.33			\$ 650.00	
Bank and Credit Card Charges and Fees - TOTAL		\$ 800.00	\$ 477.58		60%		\$ 800.00
Insurance							
Liability Insurance	\$ 500.00		\$ 425.00			\$ 450.00	
International Travel Liability			\$ -				
Director and Office Insurance	\$ 1,400.00		\$ 1,526.00			\$ 1,575.00	
Insurance - TOTAL		\$ 1,900.00	\$ 1,951.00		103%		\$ 2,025.00
Office Supplies/Services and Equipment							
General Office Supplies	\$ 500.00		\$ -			\$ 500.00	
Printing: Member Cards, Etc.	\$ -		\$ -			\$ 100.00	
Postage and Delivery Charges	\$ 500.00		\$ -			\$ 500.00	
General Office Services (Mailing-related)	\$ -		\$ -			\$ 100.00	
Office Equipment	\$ -		\$ -			\$ -	
Software	\$ 200.00		\$ -			\$ 200.00	
ISBN	\$ -		\$ -			\$ -	
Office Supplies/Services and Equipment - TOTAL		\$ 1,200.00	\$ -		0%		\$ 1,400.00
Tech Transfer Initiative Support	\$ 2,000.00		\$ 265.00			\$ 2,000.00	
		\$ 2,000.00	\$ 265.00		13%		\$ 2,000.00
Website Expenses							
Hosting	\$ 200.00		\$ 125.88			\$ 131.88	
Domain Registration	\$ 200.00		\$ -			\$ -	
Website Expenses - TOTAL		\$ 400.00	\$ 125.88		31%		\$ 131.88
Revenue Sharing							
Organizational members						\$ 3,750.00	
Individual members						\$ 937.50	
Revenue Sharing Expenses - TOTAL		\$ -	\$ -				\$ 4,687.50
Utilities							
Teleconferencing Fees	\$ 1,000.00		\$ 348.63			\$ 400.00	
Utilities - TOTAL		\$ 1,000.00	\$ 348.63		35%		\$ 400.00
Services							
Newsletter (Amy Dean)	\$ 9,000.00		\$ 10,518.98			\$ 7,000.00	
Administrative	\$ 10,000.00		\$ 9,345.00				
Laura Taylor			\$ 945.00			\$ 600.00	
Robert Rodden			\$ 8,400.00			\$ 25,200.00	
Accounting Services	\$ 500.00		\$ 350.00			\$ 400.00	
Lawyer Services			\$ 480.00			\$ -	
Other Professional Fees			\$ 372.00			\$ -	
Contractor's - TOTAL		\$ 19,500.00	\$ 21,065.98		108%		\$ 33,200.00
International Activity Support	\$ 3,000.00		\$ -			\$ 3,000.00	
International Activity Support - TOTAL		\$ 3,000.00	\$ -		0%		\$ 3,000.00
Meeting Expenses							
Annual January Meeting	\$ 1,500.00		\$ 674.27			\$ 1,000.00	
Other Meeting Expenses (Mid-Year Board Meeting)	\$ 1,000.00		\$ 733.91			\$ 1,000.00	
Meeting Expenses - TOTAL		\$ 2,500.00	\$ 1,408.18		56%		\$ 2,000.00
10th International Conference							
Hard copies of the proceedings	\$ 1,000.00		\$ 1,544.78			\$ -	
		\$ 1,000.00	\$ 1,544.78		154%		\$ -
11th International Conference							
Planning Expenses	\$ 5,000.00		\$ 1,062.17			\$ 2,500.00	
Management contract payments (PLANit)						\$ 6,500.00	
		\$ 5,000.00	\$ 1,062.17		21%		\$ 9,000.00
Travel Expenses							
Board Travel Subsidy & Reimbursement	\$ 4,500.00		\$ 2,803.07			\$ 6,000.00	
Travel Expenses - TOTAL		\$ 4,500.00	\$ 2,803.07		62%		\$ 6,000.00
Miscellaneous	\$ 500.00					\$ 500.00	
Membership reimbursement			\$ 75.00				
Plaques			\$ 81.95				
Miscellaneous - TOTAL		\$ 500.00	\$ 156.95		31%		\$ 500.00
TOTAL EXPENSES		\$ 42,800.00	\$ 31,052.27				\$ 64,644.38
NET INCOME		\$ (15,300.00)	\$ (25,015.71)				\$ (15,244.38)

Account Type	Amount	Interest Year to Date (As of Dec 31, 2014)	Interest Rate (%)	
Business Spartan Saver	\$ 11.15	\$ 2.17	0.10%	
Small Business Checking	\$ 9,476.21	\$ -	0.00%	
2 -year CD	\$ 10,594.66	\$ 44.21	0.598%	matures April 24, 2016
3-year CD	\$ 28,315.47	\$ 256.32	0.995%	matures April 24, 2016
Total	\$ 48,397.49	\$302.70		