

ISCP OPEN MEMBERSHIP AND BOARD MEETING
Saturday, January 9, 2016, 5:30 pm (local time)
Walter E. Washington Convention Center, Room 142
Washington, D.C., USA
Draft Meeting Minutes

Board members and officers in attendance:

Hiller, Covarrubias, Nassiri, Kohler, Zollinger, Wathne, Perrie, Roesler, Khazanovich

Absent board members and officers:

Sign in sheet in Appendix A

Guest:

Sign in sheet in Appendix A

Call to order/Roll Call:

President-elect Roesler welcomed the board members and called the meeting to order at 5:41 pm (local time). Current President Neeraj Buch was unable to attend.

Introductions commenced.

Review and Approve Board Meeting Minutes

The minutes from the board meeting held in Washington DC 2015 were approved as submitted. The motion to approve the meeting minutes was proposed by Charlie Greer and seconded by Mark Snyder.

Officer and Committee Reports:

President's report:

Roesler acknowledged President Buch for his service as a director, secretary-treasurer and president. Neeraj has a long history of exemplary service to the Society in many roles and will continue to be a key part of ISCP going forward. Neeraj will serve on the executive team as Past-President for at least the next two years.

ISCP had an executive director for past 14 months as quarter-time (Robert Rodden). Robert has decided to pursue other full-time opportunities, but will remain a key member of ISCP going forward. ISCP would like to thank him for his service and work to push forward Society, particularly with the website development. This allows the Society flexibility for revenue and technology transfer opportunities in the future.

Society is re-examining an executive director for the future. This is highly dependent on the success of the 11th ICCP and finding a sustainable funding mechanism for pay for this person.

Mid-year meeting and workshop was held in June in Chicago area and provided opportunity to discuss the conference and Society issues. Minutes are included on the ISCP website.

Dinner will be held afterwards for interest members.

Secretary-Treasurer's Report:

Secretary-Treasurer Jake Hiller presented a recap of 2015 and projections for 2016.

Key items on 2015 budget (Appendix B) include the following:

- Revenue from both individual members and organizational members was below our projected values. We need to make a strong push to attain and keep both classes of members. The membership committee will need to spearhead this effort with support from all ISCP members. This ties into membership value and exposure.
- One workshop was held in Schaumburg, Illinois, which provided \$6600 in revenue. This allowed ISCP board members to travel to the workshop and mid-year board meeting. This model may be adapted for future events.
- From the revenue side, one item (newsletter production at \$12,322.72) far exceed the approved budget (\$7,000). Steps have been made to reign in this cost to some degree in the future (automated newsletter development from website articles and mailing), but it will likely be the Society's largest expenditure outside of the conference in 2016.

The conference expenses and income projections are difficult to assess and have been separated from the ISCP general fund budget to some degree for 2016. More discussion will ensue later in the meeting regarding this.

At the time of this meeting, ISCP has a balance of \$14,841.70, very little which is from conference revenue (less than \$1000). A concerted effort has been made in the 2016 budget to cut all unnecessary expenditures until we can finalize the conference costs and reposition the Society financially post-conference.

For 2016, ISCP is projecting \$45,250.00 in non-conference revenue for 2016. This does include organizational sponsorships that come from gold and silver sponsorship of the conference. This is a vehicle that will need to be utilized in the future to get and keep organization members in the fold. ISCP is also projecting 125 paid individual members at \$150/each for revenue. A workshop and webinars are also planned for 2016 as revenue generators.

For 2016, projected expenses are \$20,250.00 for a net profit of \$25,000.00. The largest expense projected will be newsletter development at \$10,000. Based on past experiences, the 2016 budget was trimmed significantly with no support for board travel to the 2015 mid-year meeting in San Antonio. This benefit will need to be assessed after the post-conference finances have been analyzed.

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

Leif promoted distribution of new brochures for various committees. TxDOT and FHWA are sponsoring in various ways, but financially it may not be highly significant. Difficult for these organizations to directly write a check, but need to make it for specific items.

350-450 attendees are anticipated. Leif acknowledged Tom Burnham and technical committee's work on review of papers.

Leif talked about draft technical program. Presented paper/poster session topics are currently envisioned. Tuesday will be for workshops and field trips.

Buckhorn Saloon reception will be on Sunday is about ½ mile walk from conference hotel. This will include drinks and appetizers to kick off the conference officially.

NCC meeting may be concurrent with conference on Monday.

Workshops are anticipated to be sponsored. Seven commitments so far for the 10 potential workshops (\$5000/each). Have three commitments open and members are encouraged to help identify topics/sponsors.

Have list of 7 possibilities for site visits, will have three and repeat on Tuesday twice.

Have two gold and silver committed. Have many organizations that are being contacted, but need help from other ISCP members to spread the duties out. This is ISCP's chance to showcase our capabilities. Need help contacting sponsors and exhibitors (list of 100+). Mark is heading this effort. Have the possibility to spread sponsorships over 2016 and 2017 fiscal years if that is required for sponsorship.

***** ACTION ITEMS**

*** Gordon Smith suggested distributed a 3 slide ppt presentation to distribute to members to help with promotion and events.

Lev suggested that we need to promote NCC attendance when finalized.

*** Sponsorship help – Mark will circulate sponsor list to meeting attendees to identify help. Also need to identify new potential sponsors/exhibitors.

*** Pablo suggested contacting potential sponsors at World of Concrete. Make contact, get business card, and Mark/committee can follow up with promotional package.

*** Bryan suggested that all international board members need to help promote in their own countries.

Lev suggested that we need to emphasize early registration ... note how much one saves from early registration.

*** Jeff will reduce Leif's presentation to three slides and send out to members

*** Jake/Robert add button to add up to four year membership when registering for conference (Lev suggestion).

*** Jake/Robert add link to hotel registration directly to registration email confirmation.

Membership Committee Update (Somayeh Nassiri)

Rolf joined committee. Looking to recruit one more board member to committee. Erwin Kohler will join committee.

It will be critical for committee to help with 11th conference sponsorship as organizational sponsors will help conference and Society be successful financially.

Old Business

Juan Pablo Covarrubias elected as honorary member and will be bestowed in SA.

Mark noted that honorary member cycle and process to promote nominations.

News Business

Mark- ASCP and EUPAVE MOUs updated, signed, and posted on website. Made a bit more general.

Joint webinar with EUPAVE and concrete overlays is a possibility mid-year.

Mark noted new officers. Board will appoint one-year position to backfill Bryan's position on the board. Must be non-US. Nominating committee will assess and recommend to board.

Bryan Perrie is proposing mid-year meeting and conference in South Africa using model developed from meeting ten years ago.

Jeff noted that we are looking for local workshops to be spearheaded by directors or members to help promote concrete pavements and help with organizational memberships.

ACPA Willard Intercontinental reception Monday from 5:15-6:45.

Rico noted precast concrete overlay system for overnight rutted asphalt in Canada. Mark Snyder helped with project. Will plan open house at some point for demonstration.

The meeting was adjourned at 7:44 pm (local time). Lev Khazanovich made the motion to adjourn and Corey Zollinger seconded.

Prepared by Jake Hiller

DRAFT

Appendix A – Attendee Roster

DRAFT

Appendix B – Approved Budget and Assets

DRAFT

INCOME	2015 Approved	2015 Final	% Budget	2016 Proposed
Dues - Annual Membership				
Individual	\$ 6,000.00	\$ 3,890.04	65%	\$ 18,750.00
Organizational	\$ 10,000.00	\$ -	0%	\$ 20,000.00
New Individuals (target 50)	\$ 3,750.00	\$ 1,450.40	39%	
New Organizational	\$ 15,000.00	\$ 3,930.73	26%	
Total Dues - Annual Membership	\$ 34,750.00	\$ 9,271.17	27%	\$ 38,750.00
Workshop Income	\$ 12,000.00	\$ 6,605.03		\$ 6,000.00
Total- Workshop Income	\$ 12,000.00			\$ 6,000.00
Webinar Income	\$ 2,400.00	\$ -		\$ 500.00
Total- Webinar Income	\$ 2,400.00			\$ 500.00
Investment Income	\$ 250.00	\$ 116.75	47%	\$ -
Total- Investment Income	\$ 250.00	\$ 116.75		\$ -
Miscellaneous Income		\$ 727.95		
Total- Miscellaneous Income		\$ 727.95		
Total Income	\$ 49,400.00	\$ 10,115.87	20%	\$ 45,250.00
EXPENSES	2015 Approved	2015 Final	% Budget	2016 Proposed
Bank Service Charges	\$ 150.00			
Credit Card Service Fees	\$ 650.00	\$ 450.40		\$ 500.00
Bank and Credit Card Charges and Fees - TOTAL	\$ 800.00	\$ 450.40	56%	\$ 500.00
Insurance				
Liability Insurance	\$ 450.00	\$ 455.00		\$ 475.00
International Travel Liability				
Director and Office Insurance	\$ 1,575.00	\$ 1,573.00		\$ 1,600.00
Insurance - TOTAL	\$ 2,025.00	\$ 2,028.00	100%	\$ 2,075.00
Office Supplies/Services and Equipment				
General Office Supplies	\$ 500.00	\$ -		\$ 100.00
Printing: Member Cards, Etc.	\$ 100.00	\$ -		\$ 100.00
Postage and Delivery Charges	\$ 500.00	\$ 12.01		\$ 250.00
General Office Services (Mailing-related)	\$ 100.00	\$ -		\$ 100.00
Office Equipment	\$ -	\$ -		\$ -
Software	\$ 200.00	\$ -		\$ -
ISBN	\$ -	\$ -		\$ -
Office Supplies/Services and Equipment - TOTAL	\$ 1,400.00	\$ 12.01	1%	\$ 550.00
Tech Transfer Initiative Support	\$ 2,000.00	\$ 1,573.63		\$ 500.00
Tech Transfer Initiative Support - TOTAL	\$ 2,000.00	\$ 1,573.63	79%	\$ 500.00
Website Expenses				
Hosting	\$ 131.88	\$ -		\$ 150.00
Domain Registration	\$ -	\$ -		\$ -
Website Apps				\$ 800.00
Website Expenses - TOTAL	\$ 131.88	\$ -	0%	\$ 950.00
Revenue Sharing				
Organizational members	\$ 3,750.00	\$ -		\$ -
Individual members	\$ 937.50	\$ -		\$ -
Revenue Sharing Expenses - TOTAL	\$ 4,687.50	\$ -	0%	\$ -
Utilities				
Teleconferencing Fees	\$ 400.00	\$ 351.00		\$ 375.00
Utilities - TOTAL	\$ 400.00	\$ 351.00	88%	\$ 375.00
Services				
Newsletter (Amy Dean)	\$ 7,000.00	\$ 12,322.72	176%	\$ 10,000.00
Administrative				
Laura Taylor	\$ 600.00	\$ 280.00	47%	\$ 300.00
Robert Rodden	\$ 25,200.00	\$ 19,110.00	76%	\$ -
Accounting Services	\$ 400.00	\$ 550.00		\$ 500.00
Lawyer Services	\$ -	\$ -		\$ -
Other Professional Fees	\$ -	\$ -		\$ -
Contractor's - TOTAL	\$ 33,200.00	\$ 32,262.72	97%	\$ 10,800.00
International Activity Support	\$ 3,000.00	\$ 1,500.00		\$ 1,500.00
International Activity Support - TOTAL	\$ 3,000.00	\$ 1,500.00	50%	\$ 1,500.00
Meeting Expenses				
Annual January Meeting	\$ 1,000.00	\$ 984.82		\$ -
Other Meeting Expenses (Mid-Year Board Meeting)	\$ 1,000.00	\$ 113.99		\$ -
Meeting Expenses - TOTAL	\$ 2,000.00	\$ 1,098.81	55%	\$ -
Workshop Expenses				
Schaumburg Wksp	\$ -	\$ 2,138.00		\$ 3,000.00
Wksp TDB				
Meeting Expenses - TOTAL	\$ -	\$ 2,138.00	#DIV/0!	\$ 3,000.00
11th International Conference				
Planning Expenses	\$ 2,500.00	\$ 1,144.14		
Brochures		\$ 1,740.38		
Management contract payments (PLANit)	\$ 6,500.00	\$ -		
11th International Conference - TOTAL	\$ 9,000.00	\$ 2,884.52	32%	\$ -
Travel Expenses				
Board Travel Subsidy & Reimbursement	\$ 6,000.00	\$ 4,910.04		\$ -
Travel Expenses - TOTAL	\$ 6,000.00	\$ 4,910.04	82%	\$ -
Miscellaneous	\$ 500.00	\$ 1,054.04		\$ 500.00
Promotion - Banner, Membership Brochure				
Miscellaneous - TOTAL	\$ 500.00	\$ 1,054.04	211%	\$ 500.00
TOTAL EXPENSES	\$ 64,644.38	\$ 50,263.17	78%	\$ 20,250.00
NET INCOME	\$ (15,244.38)	\$ (40,147.30)	263%	\$ 25,000.00

125 @ \$150ea