

## Meeting Minutes – CAPTG Annual General Meeting

Westin Hotel, Ottawa, ON  
September 11, 2013

### Attendees:

| Name                   | Organization                |
|------------------------|-----------------------------|
| Eric Hurley            | LPS AVIA Consulting         |
| Mike Sucee             | CRAFCO Inc.                 |
| Genevieve Long         | Applied Pavement Technology |
| Monte Wade             | Applied Pavement Technology |
| Sandy Brown            | OHMPA - Asphalt Institute   |
| Graham Karlowsky       | Transport Canada            |
| Andre Leclerc          | Transport Canada            |
| Alice Krol             | Transport Canada            |
| Jim Young              | Transport Canada            |
| Faustin Habiyaremye    | Transport Quebec            |
| Marla Hughesman        | DND                         |
| Myron Thiessen         | DND                         |
| Tim Smith              | Lafarge Canada East         |
| Chris Olidis           | ARA                         |
| Dave Anderson          | Associated Engineering      |
| Nick Hilts             | DCC                         |
| Chris Guernsey         | DCC                         |
| Ken Fylie              | SNC Lavalin                 |
| Leanne Whiteley-Lagace | Stantec                     |
| Ernie Heymsfield       | University of Arkansas      |
| Rob Butler             | CBR Technology              |
| Gord Drysdale          | CBR Technology              |
| Kyle Jansson           | Yukon Government            |
| Chris Stewart          | GTAA                        |
| Paul Wajda             | GTAA                        |
| Rico Fung              | CAC                         |
| Ha Vu                  | Hatch Mott MacDonald        |
| Lincoln Chan           | Hatch Mott MacDonald        |
| Jessica Hernandez      | LVM                         |
| Mike MacKay            | LVM                         |
| Matt Ross              | Penhall Co.                 |
| Ray Clement            | DND                         |

**Welcome:** Marla Hughesman opened the meeting @ 14:30 by welcoming everyone to the meeting.

## Review of Previous Meeting Minutes

- 1) **Myron Thiessen** reviewed the minutes from the annual general meeting (AGM) held in September 2012.
- 2) **Marla Hughesman** moves that we adopt the minutes as read. **Leanne Whiteley-Lagace** seconds the motion. **CARRIED**.

## 2012 Financial Report

- 3) **Myron Thiessen** gave the financial report. As of 3 September 2013, there was \$39,918.45 in our account. In general, we are in sound financial standing.
- 4) Current sustaining membership is at 17. All members have paid for 2013.
- 5) Some options for future spending were discussed:
  - a. TAC 2014 in Montreal is going to be a major event with it being the 100<sup>th</sup> year. Since we have supported TAC scholarships in the past, we should consider it again this year.
  - b. We could consider sponsoring work at an aviation college (e.g. Georgian, BCIT) or university. It was noted that there are very few Canadian Universities today that do pavement research of any kind, let alone airfield pavements.
  - c. To evaluate the various scholarship options, it was decided that a separate Scholarship Sub-Committee be formed. **Rico Fung, Chris Stewart, Mike MacKay** and **Leanne Whiteley-Lagace** all volunteered to work on this sub-committee and will look into these options a little more. They are to investigate and report back at the planning meeting next February.
  - d. **Tim Smith** motioned that the CAPTG Board be given the authority to award a \$2000 scholarship in 2014 if the scholarship sub-committee deems a school/research project worthwhile in the field of airfield pavements. **Lincoln Chan** seconds the motion. **CARRIED**.
  - e. **Ken Fylie** suggested that we start putting seed money into a scholarship fund so that it can grow into something that is self-sustaining.
- 6) **Tim Smith** motioned that we set aside some money from our account as a reserve that would protect against future shortfalls in funding. It was proposed that we use our average yearly expenditures over the last 5 years to set this reserve amount. **Leanne Whiteley-Lagace** seconds. **CARRIED**. **Geoff Petzold** to review past expenditures and provide recommended reserve amount at the Planning Meeting in February.

## 2013 Workshop

- 7) **Marla Hughesman** provided a review of the 2013 Workshop.

- a. There were 54 registrants, including speakers.
- b. In general, the presentations and tours were very well received and we had a lot of very positive verbal feedback and on our evaluation forms.
- c. The room was ideally suited for the workshop and probably the best we've ever had.
- d. There is still a lot of interest in doing a tour for the workshop. It was suggested that we check with Air Canada to see if we could tour any of their facilities, since they do their own maintenance of their aprons. **Tim Smith** volunteered to make contact with Air Canada to inquire about the possibilities for next year's workshop in Vancouver.

### **SWIFT 2014 Update**

- 8) Next year's SWIFT Conference will be held in Vancouver 15-18 September 2014 at the Sheraton Wall Centre.
- 9) A call for abstracts will be sent out in November with a proposed closing date of 1 February 2014.

### **By-Laws**

- 10) **Marla Hughesman** reviewed the three specific proposed by-law changes:
  - a. Where someone cannot attend a meeting, their designate should be allowed to fill-in by proxy vote.
  - b. The role of the Public and Industry Officers needs to be amended to include filling in for the Secretary, Treasurer, Public Vice-Chair or Industry Vice-Chair if they can no longer fulfill their duties.
  - c. When a vice-chair cannot fulfill their duty, an interim vice-chair shall be appointed from within the executive.
- 11) **Ken Fylie** moves that each of the three changes be accepted. **Sandy Brown** seconds the motion. **CARRIED**.

### **Planning Meeting**

- 12) The 2014 planning meeting is tentatively scheduled for 19-20 February 2014 at the Hatch Mott MacDonald offices in Vancouver. More details to follow later this fall.
- 13) The general portion of the meeting will be open to all CAPTG members who are interested in participating.

### **Elections**

- 14) As head of the elections committee, **Rico Fung** described the elections for this year:
  - a. Chairperson; and

- b. Public Officers (4 positions).
- 15) **Marla Hughesman** was the only nominee for the Chair position. **Rico Fung** called for other nominations from the floor but with no other candidates nominated, Marla was appointed Chair by acclamation. The length of the term is two years.
- 16) **Alice Krol, Andre Leclerc, Surinder Brar, and Kyle Jansson** were the only nominations for the Public Officer positions. **Rico Fung** called for other nominations from the floor but with no other candidates nominated, Alice, Andre, Surinder, and Kyle were appointed as CAPTG Public Officers by acclamation. The length of their terms is two years.
- 17) It was also noted that **Chris Stewart** is filling in as Public Vice-Chair and **Leanne Whiteley-Lagace** is filling in as Industry Vice-Chair until September 2014.

#### **Other**

- 18) It was suggested that we make all of the old Transport Canada ASG documents available on our website. Since these documents are no longer updated or supported by Transport Canada we need to be careful about liability. If you want specific documents, send requests to **Alice Krol** (Transport Canada).

**Adjournment:** **Marla Hughesman** adjourns the meeting. Meeting was adjourned at 15:25.