

## **Meeting Minutes – CAPTG Annual General Meeting**

Hyatt Regency, Montreal, Quebec

September 16, 2015

### **Attendees:**

| <b>Name</b>            | <b>Organization</b>              |
|------------------------|----------------------------------|
| Leanne Whiteley-Lagace | Stantec                          |
| Andre Leclerc          | Transport Canada                 |
| Elie El Hindy          | ADM                              |
| Francois Cousineau     | ADM                              |
| Chris Stewart          | GTAA                             |
| Chris Olidis           | Applied Research Associates      |
| Faustin Habiyaremye    | Transports Quebec                |
| George Nowak           | Hatch Mott MacDonald             |
| Jared Mitchell         | DND                              |
| Chris Guernsey         | Defence Construction Canada      |
| Nick Hilts             | Defence Construction Canada      |
| David MacDonald        | DND                              |
| Cheng Zhang            | Hatch Mott MacDonald             |
| Ray Clement            | CBR Technology                   |
| Monte Wade             | Applied Pavement Technology Inc. |
| Dave Anderson          | Associated Engineering           |
| Ted O'Brien            | DND                              |
| John Coll              | Bombardier                       |
| Qingfan Liu            | University of Manitoba           |
| Justin Arnott          | Cement Association of Canada     |
| Guillaume Lemieux      | Cement Association of Canada     |
| Rico Fung              | Cement Association of Canada     |
| Martin Samson          | SNC-Lavalin                      |
| Marla Hughesman        | DND                              |
| Myron Thiessen         | DND                              |

**Welcome:** **Marla Hughesman** opened the meeting @ 10:30 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 2014.
- 2) **Marla Hughesman** moves that we adopt the minutes as read. **Leanne Whiteley-Lagace** seconds the motion. **CARRIED.**

## Review of Workshop

- 3) **Marla Hughesman** provided a review of the 2015 Workshop.
  - a. There were 63 attendees, including speakers, down from 65 last year.
  - b. In general, the workshop was very well received and we had a lot of very positive verbal feedback and on our evaluation forms.

## Elections

- 4) **Rico Fung** described the positions up for elections this year:
  - a. Chair; and
  - b. Public Officer (4 positions).
- 5) **Marla Hughesman** informed the group that she will not be letting her name stand for CAPTG Chair for another term.
- 6) **Chris Stewart** has agreed to let his name stand and is the only nominee for the Chair position. **Rico Fung** called for other nominations from the floor but with no other candidates nominated, Chris was appointed Chair by acclamation. The length of the term is two years.
- 7) Since **Chris Stewart** took the position of Chair, his position as Public Vice Chair becomes vacant. To fill this void, **Myron Thiessen** is appointed as Public Vice Chair by the Board. The length of the term is one year.
- 8) Since **Myron Thiessen** moves into the Public Vice Chair position, his position as Secretary becomes vacant. To fill this void, **Jared Mitchell** is appointed as Secretary by the Board. The length of the term is one year.
- 9) **Stephen Burbridge, Alice Krol, Andre Leclerc,** and **Faustin Habiyaremye** were the only nominations for the four Public Officer positions. **Rico Fung** called for other nominations from the floor but with no other candidates nominated, all were appointed as Public Officers by acclamation. The length of their terms is two years.

## 2015 Financial Report

- 10) Since treasurer **Geoff Petzold** could not make the meeting, **Myron Thiessen** gave the financial report. As of the start of September, there was \$47,008.45 in our account down slightly from \$47,500 the same time last year. In general, we are in sound financial standing.
- 11) Current sustaining membership is at 16, down from 18 last year.

- 12) **Marla Hughesman** reviewed the 2016 budget. Anticipated income is \$17,620 while expenditures are expected to be \$21,800. The reason for the increase in expenditures is to cover accounting and legal fees associated with the incorporation of CAPTG.

### **Scholarship**

- 13) **Marla Hughesman** welcomed our 2015 Scholarship winner, **Qingfan Liu** from the University of Manitoba, to the meeting.
- 14) **Rico Fung** gave an update on plans for the 2016 CAPTG Scholarship. The scholarship amount will again be \$2,000, given to a graduate student at a recognized Canadian university for graduate research work in the area of airfield pavements. The plan is to put out the advertisement by the end of September with a February 5, 2016 submission deadline. The applications will be reviewed at our February planning meeting and the recipient will receive formal notification by March 31, 2016.
- 15) In addition to the scholarship amount, the recipient may be asked by the Board to present his or her work at next year's SWIFT Conference. If so, the recipient will be given a \$1,200 travel stipend to help cover the costs of travel.
- 16) It was noted that CAPTG reserves the right not to award the scholarship in the event that there are no suitable candidates.

### **Incorporation of CAPTG**

- 17) **Marla Hughesman** gave an update on the status of our move to incorporate. The key points were as follows:
  - a. There have been significant delays in getting approval of our name from Corporations Canada. They flagged APMS as a company with a similar name and as such we needed their consent. Thankfully, they gave their permission so things are moving forward once again.
  - b. The plan is to include 5 names on the official Board of directors list within the legal documents: Chair, Public Vice Chair, Industry Vice Chair, Secretary, and Treasurer.
  - c. The biggest reason to incorporate is to protect the Board against tax and other liabilities. We cannot get Director's (liability) insurance without being incorporated.
  - d. The intent is to meet with legal counsel again over the coming months to finalize the process. It is expected that the process would be complete early in 2016.

### **SWIFT 2016 Update**

- 18) Next year's SWIFT Conference will be held in Minneapolis, Minnesota, from September 19-22, 2016.
- 19) There are significant concerns with travel approvals to the USA, especially for those working in government. Nonetheless, the Board agreed to push ahead with planning for the Workshop and technical track at SWIFT.

### **Other**

- 20) A number of people gave updates on recent or current projects.
- 21) **Leanne Whiteley-Lagace** asked if anyone was interested in giving a 15-min presentation at the TRB meeting in January. The presentations would be part of the Airport Pavement Management Systems Subcommittee for which Leanne is involved.

**Adjournment:** **Marla Hughesman** adjourns the meeting. The meeting was adjourned at 11:25.