

Meeting Minutes – CAPTG Annual General Meeting

Sheraton Wall Centre Hotel, Vancouver, BC

September 17, 2014

Attendees:

Name	Organization
Leanne Whiteley-Lagace	Stantec
Andre Leclerc	Transport Canada
Alice Krol	Transport Canada
Lincoln Chan	Hatch Mott MacDonald
Kevin Seow	Hatch Mott MacDonald
George Nowak	Hatch Mott MacDonald
Geoff Petzold	TetraTech
Stephen Burbridge	Gander International Airport Authority
Rico Fung	CAC
Ludomir Uzarowski	Golder
Ken Fyvie	SNC Lavalin
Ray Clement	CBR Technology
Bob Calaby	NT Airports
Peter Plut	Hatch Mott MacDonald
Mike Sucee	CRAFCO Inc.
Dave Anderson	Associated Engineering
Graham Karlowsky	Transport Canada
Chris Olidis	ARA
Mark Popik	Thurber Engineering Ltd.
Chris Stewart	GTAA
Justin Arnott	CAC
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 2013.
- 2) **Marla Hughesman** moves that we adopt the minutes as read. **Leanne Whiteley-Lagace** seconds the motion. **CARRIED.**

Review of Workshop

- 3) **Myron Thiessen** provided a review of the 2014 Workshop.
 - a. There were 65 attendees, including speakers, up from 54 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) **Marla Hughesman** described the positions up for elections this year:
 - a. Public Vice-Chairperson;
 - b. Industry Vice-Chairperson;
 - c. Secretary;
 - d. Treasurer;
 - e. Public Officer (1 position); and
 - f. Industry Officers (3 positions).
- 5) **Chris Stewart** was the only nominee for the Public Vice-Chair position. **Marla Hughesman** called for other nominations from the floor but with no other candidates nominated, Chris was appointed Public Vice-Chair by acclamation. The length of the term is two years.
- 6) **George Nowak** was the only nominee for the Industry Vice-Chair position. **Marla Hughesman** called for other nominations from the floor but with no other candidates nominated, George was appointed Industry Vice-Chair by acclamation. The length of the term is two years.
- 7) **Myron Thiessen** was the only nominee for the Secretary position. **Marla Hughesman** called for other nominations from the floor but with no other candidates nominated, Myron was appointed Secretary by acclamation. The length of the term is two years.
- 8) **Geoff Petzold** was the only nominee for the Treasurer position. **Marla Hughesman** called for other nominations from the floor but with no other candidates nominated, Geoff was appointed Treasurer by acclamation. The length of the term is two years.
- 9) **Stephen Burbridge** was the only nomination for the Public Officer position. **Marla Hughesman** called for other nominations from the floor but with no other candidates nominated, Stephen was appointed as CAPTG Public Officer by acclamation. The length of their terms is two years.
- 10) There were four nominations for the three Industry Officer positions: **Mike Sucee, Rico Fung, Sandy Brown, and Leanne Whiteley-Lagace**. **Marla Hughesman** called for other nominations from the floor but with no other candidates nominated, the election went to secret ballot. Based on these results, **Rico Fung, Sandy Brown, and Leanne Whiteley-Lagace** were elected. The length of their terms is two years.

2013 Financial Report

- 11) **Geoff Petzold** gave the financial report. As of September, there was approximately \$47,500 in our account. In general, we are in sound financial standing.
- 12) Current sustaining membership is at 18. All members have paid for 2014.
- 13) **Marla Hughesman** reviewed the 2014 budget. Anticipated income is \$15,290 while expenditures are expected to be \$18,900. The reason for the increase in expenditures is to cover accounting and legal fees associated with the incorporation of CAPTG.

Scholarship

- 14) **Rico Fung** gave an update on our planned CAPTG Scholarship. The scholarship will be \$2,000/year, 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 on October 1st with a December 15th submission deadline. The applications will be reviewed at our February planning meeting and the recipient will receive formal notification by March 31, 2015.
- 15) There currently isn't any wording in the advertisement to cover ourselves should no suitable candidate be found. It was suggested that we add a statement saying that CAPTG reserves the right not to award the scholarship in the event that there are no suitable candidates. **Rico Fung** is to amend the current scholarship advertisement to include this clause.
- 16) The recipient will be invited to give a presentation at a future SWIFT Conference or CAPTG workshop.

Anti-Spam Legislation

- 17) **Myron Thiessen** updated the group on the recent anti-spam legislation and its effect on CAPTG correspondence. Although CAPTG isn't really selling anything, it was agreed that we should comply with the intent of the legislation nonetheless. **Myron Thiessen** to send an email to all members soliciting a formal response to whether they wish to stay on the e-mail distribution list or not.

Incorporation of CAPTG

- 18) **Marla Hughesman** and **Myron Thiessen** discussed the findings of their recent meeting with a Winnipeg law firm related to the incorporation of CAPTG. The key points from this meeting were as follows:
 - a. 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.

- b. CAPTg should be submitting tax returns regardless of whether we are incorporated or not. CRA decides whether we need to pay, not us.
 - c. To incorporate, we would need to (among other things) update our by-laws, identify the number of incorporating directors (min/max), formally announce all our meeting dates, and establish an official year-end.
 - d. The total cost would be somewhere in the range of \$1000-\$3000 depending on how much work would be required to update our by-laws.
 - e. We would need to file an official company name, like CAPTg LLC or CAPTg Inc. This would not affect our logo.
 - f. As an incorporation, we would need to have a 3rd party accounting firm do our audits.
- 19) The intent is to meet with legal counsel again over the coming months to start the process. It is expected that the process would be complete by the next AGM.

SWIFT 2015 Update

- 20) Next year's SWIFT Conference will be held in Montreal at the Hyatt Regency Montreal. There will not be an equipment show so the schedule will change slightly from this year's conference.

2015 Planning Meeting

- 21) The 2015 planning meeting is tentatively scheduled for 18-19 February 2015 in Winnipeg. The first day will focus on planning the 2015 Workshop and Swift Conference track and is open to all CAPTg members who are interested in participating. The 2nd day (half day only) will be for the CAPTg Executive only.

Other

- 22) It was suggested that we invite University students to future workshops and perhaps offer free registrations as a way of promoting CAPTg.
- 23) Suggestions for Research, Future Workshops and/or Technical Sessions
- a. Greater focus on the unique issues related to airfield pavements in Canada – environmental impacts, permafrost, local pavement performance, National specifications – and draw less on the experience in the United States.
 - b. How do we move from the old Marshall method to Superpave here in Canada? In many areas, you can't use the old Marshall mixes specified by Transport Canada because they aren't available or the cost is prohibitive. Superpave mixes are generally coarser but have less asphalt cement which can lead to more cracking and ravelling.
 - c. Improved rutting resistance on aircraft parking stands.

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