

Meeting Minutes – CAPTG Inc. Annual General Meeting

Ottawa, ON
February 20, 2020

Attendees:

Name	Organization
George Nowak	Hatch
Graham Karlowsky	Transport Canada
Mike Sucee	Crafco Inc.
Michael Simons	Aramid Fibres/Nilex
Dave Anderson	Associated Engineering
Tim Smith	Cement Association Canada
Doubra Ambaiowei	Ontario Road Builders Association/ Ontario Asphalt Pavement Council
Drew Dutton	Transport Canada
Edward Abreu	Pave-AI / University of Waterloo
Chris Olidis	Applied Research Associates
Kevin Chee	GTAA
Myron Thiessen	DND
Jared Mitchell	DND
Richard Blommers	Tetra Tech
Leanne Whiteley-Lagace	Stantec (via WebEx/telecon)
Jessica Hernandez	Englobe (via WebEx/telecon)

Welcome: **Myron Thiessen** opened the meeting @ 1100 by welcoming everyone to the meeting.

Review of Previous Meeting Minutes

- 1) **Richard Blommers** reviewed the minutes from the Annual General Meeting (AGM) held in February 2019.
- 2) **Myron Thiessen** moved to adopt the minutes as read. **Graham Karlowsky** seconds the motion. **CARRIED.**

2019 Financial Report

- 3) **Jared Mitchel** provided an update of the current financials. As of February 20th, 2019, our bank balance was just over \$46,765, up from last year slightly. We are in good financial standing. Net positive including \$4,000 grant to Edward.
- 4) 2020 Budget numbers were presented by **Jared Mitchell**.
 1. Projected income is \$22,850 and projected expenses are \$24,725.

2. Expenses include increase in February planning meeting (\$1,000 to \$1,500), Website Up-keep and Improvements (\$300 to \$2,300), decrease in legal fees (4500 to \$0).
3. **Myron Thiessen** motioned we adopt the 2020 Budget as proposed. **George Nowak** seconded. Vote was unanimous in favour. **CARRIED.**

Membership Update

- 5) **Myron Thiessen** put forward a motion to invite the following people who have expressed interest in CAPTG to be Members of CAPTG Inc.
 1. Michael Simons
 2. Edward Abreu
 3. Drew Dutton
 4. Doubra Ambaiowei
 5. Tim Smith

Motion was seconded by **Graham Karlowsky**. Vote was unanimous in favour. **CARRIED.**

- 6) **Myron Thiessen** motioned to remove 5 members from the CAPTG Inc. Membership list in 2019 as follows:
 1. Sandy Brown
 2. Faustin Habiyaremye
 3. Alice Kroll
 4. Andre Leclerc
 5. Sherry Sullivan

Motion was seconded by **Mike Sucee**. Vote was unanimous in favour.

- 7) **Myron Thiessen** motioned to award Honourary Membership to the following:
 1. Marla Hughsman
 2. Greg Kline
 3. Ray Clement

Motion was seconded by **Mike Sucee**. Vote was unanimous in favour.

- 8) General Membership grows to 21 members as of February 20, 2020.
 1. **Richard Blommers** and **Jared Mitchell** to update the list of members to ensure all members are current as per the rules contained in the By-Laws.

- 9) Sustaining Members expected to grow in 2020 with the recruitment efforts discussed at the Planning Meeting. **Richard Blommers** and **Jared Mitchell** to update numbers as required.

Board of Director Elections

- 10) Board was elected to 1- and 2-year terms in 2019. The following 6 Board members were elected to 1-year terms.
 1. Vince Aurilio (private industry)

- i. Vince's position was left vacant upon his departure from the Ontario Asphalt Pavement Council earlier in 2019.
 2. Ken Fyvie (private industry)
 - i. Will let name stand for re-election.
 3. George Nowak (private industry)
 - i. Will let name stand for re-election.
 4. Jessica Hernandez (private industry)
 - i. Will let name stand for re-election.
 5. Dave Anderson (private industry)
 - i. Will let name stand for re-election.
 6. Leanne Whiteley-Lagace (private industry)
 - i. Will be off on maternity leave next year so will retract her name if others are willing to step forward.
- 11) Drew Dutton (public) and Richard Blommers (private industry) put their names forward for Board positions.
- 12) This will fill the 6 vacancies.
- 13) **Board of Directors, Election Term, and Expiration Year:**
1. Graham Karlwosky (public) (2 YEAR; 2021)
 2. Mike Sucee (private industry) (2 YEAR; 2021)
 3. Chris Stewart (private industry) (2 YEAR; 2021)
 4. Myron Thiessen (public) (2 YEAR; 2021)
 5. Jared Mitchell (public) (2 YEAR; 2021)
 6. Kevin Chee (public) (2 YEAR; 2021)
 7. Ken Fyvie (private industry) (2 YEAR; 2022)
 8. George Nowak (private industry) (2 YEAR; 2022)
 9. Jessica Hernandez (private industry) (2 YEAR; 2022)
 10. Dave Anderson (private industry) (2 YEAR; 2022)
 11. Drew Dutton (public) (2 YEAR; 2022)
 12. Richard Blommers (private industry) (2 YEAR; 2022)

Myron Thiessen motioned. **Graham Karlowsky** seconded. Vote was unanimous in favour.
CARRIED.

Appointment of Officers

- 14) The Officer appointments were made by the Board:
- a. Chair: Myron Thiessen
 - (motioned by **Drew Dutton** seconded by **George Nowak**)
 - b. Vice Chair (private industry): Jessica Hernandez
 - (motioned by **Myron Thiessen**, seconded by **Graham Karlowsky**)
 - c. Vice Chair (Public) – Graham Karlowsky
 - (motioned by **Myron Thiessen**, seconded by **George Nowak**)
 - d. Secretary: Richard Blommers

- (motioned by **Myron Thiessen**, seconded by **Graham Karlowsky**)
- e. Treasurer: Jared Mitchell
 - (motioned by **Myron Thiessen**, seconded by **Mike Sucee**)

15) In addition to the Officer positions contained in the By-laws, the Board deemed it necessary to appoint the following additional Officers:

- a. Technical Program Officer: Leanne Whiteley-Legace with assistance from Doubra Ambaiowei (motioned by **Myron Thiessen**, seconded by **George Nowak**)
- b. Asphalt Technical Officer: Doubra Ambaiowei
 - (motioned by **Myron Thiessen**, seconded by **George Nowak**)
- c. Concrete Technical Officer: Tim Smith
 - (motioned by **Myron Thiessen**, seconded by **George Nowak**)
- d. Academic Program Officer: Edward Abreu
 - (motioned by **Myron Thiessen**, seconded by **Graham Karlowsky**)
- e. Information Technology Officer: TBD

Other Business

16) \$56 write off of loss to get off books.

Adjournment: **Myron Thiessen** adjourned the meeting. The meeting was adjourned at 11:09 AM.