

Minutes of the 59th Annual General Meeting

Held at The Fairmont Winnipeg Hotel
Winnipeg, Manitoba

Monday, November 17, 2014

1. **Call To Order**

There being approximately 75 members in attendance, President Keith MacInnis called the meeting to order at 8:31 a.m.

2. **Minutes of the 58th Annual General Meeting**

Minutes of the 58th Annual General Meeting, having been circulated, were taken as read.

Moved by Todd Strynadka and seconded by René Dufresne that the minutes be adopted as circulated.

CARRIED

3. **Business Arising From the Minutes**

There was no business arising from the minutes.

4. **Audited Financial Statement**

Keith MacInnis noted the financial statements were available for all participants. Keith reviewed the financial status of the organization and indicated that the current investments cover most of the scholarship and Earl Kee awards.

5. **Appointment of Accountants for 2015**

Moved by Nabil Kamel and seconded by Ryan Clark that Collins Barrow Victoria Ltd. be appointed as accountants for 2015.

CARRIED

6. **Reports from Committee Chairs**

6.1 **Technical Program, Winnipeg**

Alan Carter presented the following report:

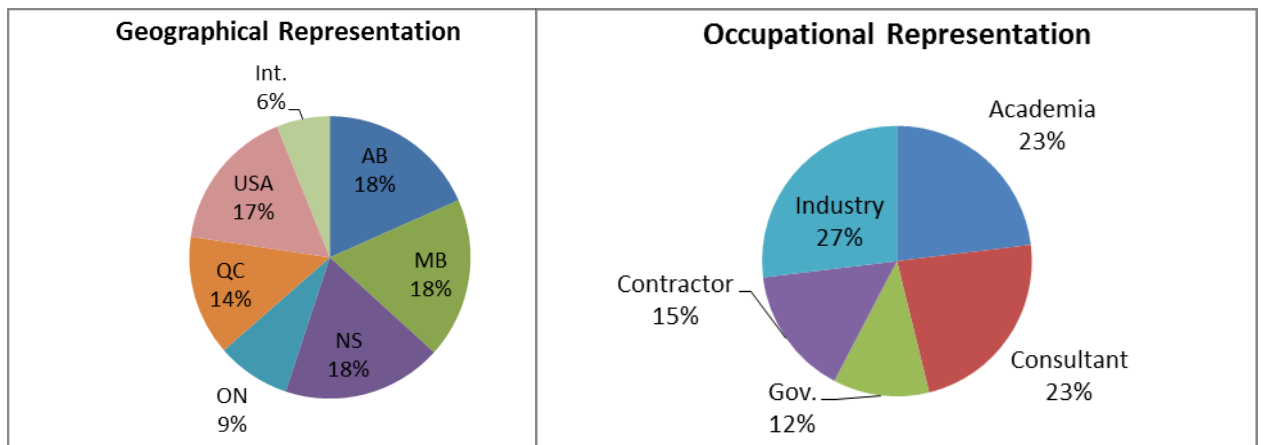
Abstracts received: 39; Abstracts accepted: 26;

Thirty-seven abstracts were received by original deadline of Feb 14th. Only two papers were submitted after the deadline. There was no demand for a deadline extension, but one complete paper was received in the first week of May and it was declined.

All abstracts have been received and compiled by Head Office. A notice of receipt of the abstract submission was sent to the main author. Each member of the Technical Program Committee rated each abstract submission from 1 to 5 in each category (Significance, Originality, Practical Nature), and the weighted ratings were compiled to rank the submissions. In cases where the technical committee member was a co-author, their ratings were not considered. All abstracts submitters have been notified of the status of their abstracts.

Fourteen papers were received by the May 31st deadline, and all the other papers soon afterwards. The last paper was received before the end of September.

The geographical and occupational representations of the papers are shown in the charts below.



As was the case last year, the session chairs will change at each break to make the commitment to chairing a session less time intensive. We ask that each presenter be observant of the maximum time limit of 30 minutes per paper for presentation and discussion to keep to the program schedule.

The final program includes four papers Monday morning, six in the afternoon session, six papers on Tuesday morning, four papers Wednesday morning and six papers Wednesday afternoon. My thanks are extended to the following people who were instrumental in helping with the preparation of the technical program:

- Technical Program Committee: Keith MacInnis, Hugh Donovan, Roman Stefaniw, Bob ForfyLOW and Ryan Clark
- CTAA Editor: Steve Goodman
- CTAA Head Office: Kathy Fyfe and Chuck McMillan

There was some discussion regarding the lack of papers submitted by contractors and determining the number of contractors attending the conference over the last few years.

Action: *Head Office to provide some statistics (if possible)*

There was discussion regarding one author's inability to attend the conference and name an alternate to present the paper. As a result the last paper was moved forward to fill the spot. Ryan Clark volunteered to contact the author prior to the start of the conference program on Monday to obtain a copy of the paper so that he could present the paper on the author's behalf.

6.2 Local Arrangements, Winnipeg

Mark Wiese welcomed everyone to Winnipeg and reviewed the Program. He reported that there were 308 delegates registered for the conference plus 28 accompanying persons.

6.3 Nominating

The following members have let their names stand for election to the Board of Directors for 2015: The ballots were sent out in August after publishing the names in the July, 2014 newsletter. No further names from the members at large were submitted for the elections.

The ballots we tabulated from the voting members at large. A good proportion of the Membership voted.

2nd Vice President Brandon MacDonald
 Todd Strynadka

British Columbia John Laxdal
 Jason Herring

Prairies & Territories Rielle Haichert
 Tara Liske

Québec

René Dufresne
Véronique Szabo

Congratulations to the winners and for those that did not get elected it is hoped that they will continue to support the Association and perhaps allow their names to be put on the ballot in the future. Thank you for taking part this year.

Many thanks to the Nominating Committee, namely; Ania Anthony, Alan Carter and Hugh Donovan for their support. I encourage all Board Members and Directors in the areas of re-election to publicize and encourage the membership to become involved with the Association.

6.4 Membership

René Dufresne presented the following report:

2014 MEMBERSHIP STATISTICS

Membership Statistics by Year (as at November 12, 2014)

		2007	2008	2009	2010	2011	2012	2013	2014
General	Active	557	570	562	566	597	591	568	550
	New	79	90	69	109	50	72	42	86
	Total	636	660	631	675	647	663	610	636
	Suspended	75	45	54	67	63	67	54	81

		2007	2008	2009	2010	2011	2012	2013	2014
Sustaining	Active	22	24	22	23	22	25	27	28
	New	2	0	0	0	1	3	1	0
	SPD/DLQ*		0	2	1	1	2	3	1

* SPD/DLQ – Suspended/Delinquent

1 DLQ; 0 SPD

	2006	2007	2008	2009	2010	2011	2012	2013	2014
Honorary*	63	65	65	67	68	72	72	72	73

* Cumulative total (includes all of whom have been made honorary members since inception).

	2006	2007	2008	2009	2010	2011	2012	2013
Conference Attendance	270	387	360	312	375	351	375	264
Joined CTA at Conf.	43	75	77	64	88	54	69	38
Year 2014 dues not paid	19	32	22	38	31	26	36	20

New General Members approved November 18, 2013

Fuchs, Cherie	EBA, A Tetra Tech Company	Calgary, AB
Hogan, Christina	NL Transportation and Works	St. John's NL
Newlove, Richard	Duncor Enterprises Inc.	Barrie, ON

New General Members to be approved May 10, 2014

Haley, Matthew	Standard General Inc.	St. Albert, AB
Comparoni, Don	MeadWestVaco (MWV)	Kalamazoo, MI, USA
Niklevich, Andrey	Standard General Inc.	St. Albert, AB
Chong, Philip	Levelton Consultants Ltd.	Calgary, AB
Douglas, Boyd	Ontario Ministry of Transportation	Kingston, ON
Hill, Stephen	General Liquids Canada	Bedford, NS

New Student Members approved May 10, 2014

Itkin, Anton	Ryerson University	Toronto, ON
Kuling, Kyle	SIAST – Palliser Campus	Moose Jaw, SK
Salah, Mohammad	No school given	Ottawa, ON

New General Members Approved November 15, 2014

Ahammed, Alauddin	MB Infrastructure & Transportation	Winnipeg, MB
Ahmed, Imran	City of Medicine Hat	Medicine Hat, AB
Bell Evans, Devon	MB Infrastructure & Transportation	Brandon, MB
Biberdorf, John	MB Infrastructure & Transportation	Winnipeg, MB
Boehr, Jason	Lafarge Canada Inc.	West Kelowna, BC
Booy, Dustin	MB Infrastructure & Transportation	Winnipeg, MB
Brad, James	MB Infrastructure & Transportation	Winnipeg, MB
Byram, Mark	Levelton Consultants Ltd.	Victoria, BC
Campagna, Chris	NS Trans. & Infrastructure Renewal	Fall River, NS
Crang, Rob	MB Infrastructure & Renewal	Winnipeg, MB
Dewar, Nicole	Ledcor Alberta Limited	Edmonton, AB
Di Gregori, Salvatore (Sam)	Canada Colors and Chemicals Limited	Mississauga, ON
Donohue, Linda	Canada Colors and Chemicals Limited	Leduc, AB
Dupuis, Andre	MB Infrastructure & Transportation	Winnipeg, MB
Dwyer, Adam	Imperial Oil Ltd.	Calgary, AB
Earl, Rob	Husky Energy	Calgary, AB
Fleury, Nicole	MB Infrastructure & Transportation	Winnipeg, MB
Garratt, Robert	Astec Inc.	Barrie, ON
Gervais, Allen	Lafarge Canada Inc.	Calgary, AB
Gonzalez, Juan	CECA - ARKEMA	Pierre-Benite,
Habib, Mumtaz	MB Infrastructure & Transportation	Winnipeg, MB
Halayko, Larry	MB Infrastructure & Renewal	Winnipeg, MB
Halldorson, Jason	MB Infrastructure & Transportation	West St. Paul, MB
Heglund, Alex	Vernon Paving Ltd.	Vernon, BC
Hermenegildo, Antonio	MB Infrastructure & Transportation	Brandon, MB
Hildebrand, Matthew	MB Infrastructure & Transportation	Winnipeg, MB
Hilderman, Stan	MB Infrastructure & Transportation	Winnipeg, MB
Hogendoorn, Stephanie	AkzoNobel Surface Chemistry LLC	Brewster, NY
Hunt, Dennis	Gencor Industries	Orlando, FL
Irvine, Mark	MB Infrastructure & Transportation	Steinbach, MB
Janssens, Jeff	McAsphalt Industries Limited	Winnipeg, MB
Joshi, Sunil	Graymont Western Canada Inc.	Calgary, AB
Labrecque, Benoit	Bitumar Inc.	Montreal-Est, QC
Lakatos, Oskar	MB Infrastructure & Transportation	Winnipeg, MB
Lambert, Jean-Luc	City of Winnipeg	Winnipeg, MB
Laurea, Pirre	MB Infrastructure & Transportation	Winnipeg, MB
Lynk, Krystle	Lafarge Canada Inc.	Edmonton, AB
MacAskill, George	NS Trans. & Infrastructure Renewal	Halifax, NS
Mahaney, Adam	Western Asphalt Products	Brandon, MB

Manthorne, James	NS Trans. & Infrastructure Renewal	Fall River, NS
McBride, Stacy	MB Infrastructure & Transportation	Brandon, MB
McCarthy, Cody	Brun-Way Highways Operations Inc.	Hanwell, NB
McDonald, Johnny	Columbia Bitulithic Ltd.	Prince George, BC
McIntyre, Michael	MB Infrastructure & Transportation	Winnipeg, MB
Melnychuk, Andrew	Lafarge Canada Inc.	Edmonton, AB
Michael, Coady	NS Trans. & Infrastructure Renewal	Bedford, NS
Miller, Archie J.	MB Infrastructure & Transportation	Steinbach, MB
Muench, Jay	Burnco Rock Products Ltd.	Calgary, AB
Mutcheson, James	MB Infrastructure & Transportation	Winnipeg, MB
Newstead, Dave	Moose Jaw Asphalt Inc.	Moose Jaw, SK
Ng, Choon Cheak	MB Infrastructure & Transportation	Winnipeg, MB
Oberez, Maria Elena	MB Infrastructure & Transportation	Winnipeg, MB
Omelchuck, Jeremy	Husky Energy Inc.	Calgary, AB
Papadimitropoul, Prokopis	MB Infrastructure & Transportation	Portage la Prairie, MB
Penner, Steve	MB Infrastructure & Transportation	Winnipeg, MB
Plett, Josh	MB Infrastructure & Transportation	Steinbach, MB
Romagosa, Henry	ICL Performance Products LP	St. Louis, MO
Russelle, Jeff	Lafarge Canada Inc.	Coquitlam, BC
Schmidt, Alan	BC Min of Trans. & Infrastructure	Kamloops, BC
Shuvera, Kelvin	MB Infrastructure & Transportation	Portage la Prairie, MB
Sinclair, Alissa	Lafarge Canada Inc.	Edmonton, AB
Sinclair, Steve	MB Infrastructure & Transportation	Winnipeg, MB
Snarr, John	MB Infrastructure & Transportation	Winnipeg, MB
Snider, Kevin	Roto-Mill Inc.	Orangeville, ON
Soulsby, Judell Ann	Brenntag Canada Inc.	Toronto, ON
Spencer, Kristen	Imperial Oil Ltd.	Calgary, AB
Stasiuk, Corey	Volker Stevin Contracting Ltd.	Calgary, AB
Tang, William	MB Infrastructure & Transportation	Winnipeg, MB
Thiem, Mark	Burnco Rock Products Ltd.	Calgary, AB
Thompson, Ryan	MB Infrastructure & Transportation	Brandon, MB
Tieri, Vince	Imperial Oil Ltd.	Toronto, ON
Vaillancourt, Michel	École de technologie Supérieure	Montreal, QC
VanAlstyne, Mike	MB Infrastructure & Transportation	Dauphin, MB
Verleih, Michael	MB Infrastructure & Transportation	West St. Paul, MB
Wareham, Brett	MB Transportation & Govt. Services	Steinbach, MB
Watters, Eric	MB Infrastructure & Transportation	Dauphin, MB
Webb, Jonathan	Imperial Oil Ltd.	Sarnia, ON
Windsor, Dean	MB Infrastructure & Transportation	Winnipeg, MB
Wolfe, Scott	Lafarge Canada Inc.	Calgary, AB
Workman, Clare	Western Asphalt Products	Brandon, MB
Zeid, Mohammad	MB Infrastructure & Transportation	Portage la Prairie, MB
Zhang, Chenghao	MB Infrastructure & Transportation	Dauphin, MB

New Student Members Approved November 15, 2014

Benyoucef, Sofiane	École de Technologie Supérieure	Montreal, QC
Bhavsar, Janki	University of Waterloo	Mississauga, ON
Bucci, Marc Antoine	Sintra Inc.	Montreal, QC
Chaturabong, Preeda	University of Madison-Wisconsin	Madison, WI
Das, Prabir	University of Waterloo	Waterloo, ON
Esfandiarpour, Saman	University of Manitoba	Winnipeg, MB
Felinczak, Adam	University of Waterloo	North York, ON
Garfa, Arbia	École de Technologie Supérieure	Montreal, QC

Irvine, Isobel	Thompson River University	Kamloops, BC
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Jannat, Gulfam	University of Waterloo	Toronto, ON
Kakar, M.R.K. Kakar	Universiti Sains Malaysia	Nibong Tebal, PE
Mandal, Tirupan	University of Madison-Wisconsin	Madison, WI
Marchand, Renaud	NAIT	Edmonton, AB
Mensching, David	University of Hampshire	Durham, NH
Mitchell, Aliya	University of Victoria	Victoria, BC
Moraes, Raquel	University of Madison-Wisconsin	Middleton, WI
Pay, Nathan	University of Victoria	Victoria, BC
Porttris, Kear	University of Victoria	Victoria, BC
Salah, Mohammad	Carleton University	Ottawa, ON
Vors, Bjorn	University of Saskatchewan	Saskatoon, SK
Zammit, Matthew	McMaster University	Barrie, ON

6.5 Proceedings

Stephen Goodman presented the following report:

6.5.1 The 2014 CTAA Proceedings has a total of 648 magnificent pages of which 606 were for the technical papers including the two CAEP reports (2013 and 2014), the CAMEP report, as well as one errata page.

The total length of the 2014 Proceedings is considerably greater than previous years – even compared to 2013, which had two discussion papers. The extra length is a combination of an additional CAEP report, as well as a general increase in the average number of pages per paper for 2014.

The 2014 Proceedings cover features a glossy colour photo of the City of Winnipeg at the corner of Portage and Main.

The back cover and spine remain in the Millbank linen so that when placed on a shelf beside other CTAA proceedings, the same uniform look is maintained. The Board of Directors photo was printed in colour. The table below compares the editing details over the past twenty years.

Year	Number of Papers Edited	Technical Pages	Pages/Paper (average)
2014	29 + 1 Errata	606	20.9
2013	26 + 2 Discussions	513 + 43	19.7
2012	26	506	19.5
2011	25	519	20.8
2010	24	552	23.0
2009	23	533	21.3
2008	22	476	19.8
2007	22	550	22.6
2006	24	517	19.9
2005	24	501	20.9
2004	25	562	22.5
2003	21	462	22.0
2002	25	469	19.5
2001	23 + 2 Discussions	496 + 33	21.6
2000	23	474	20.6
1999	26 + 4 Discussions	554 + 13	21.3
1998	25	491	19.6
1997	24	498	20.8
1996	22	483	22.0
1995	22	496	22.5

6.5.2 Proceedings Costs - A breakdown of the costs for publishing and shipping of the 2014 Proceedings is provided in the following table with a comparison to previous years. As with previous years, the 2014 values include tax.

As indicated in Section 1.0, the 2014 Proceedings were considerably longer than in the past, which led to greater total cost. However, the Printing and Publishing cost included shipping the 400 copies to the conference location in 2014. The ECM computer was also upgraded (see Section 10).

Item	2014	2013	2012	2011	2010	2009
Printing and Publishing ¹	17,663.00 (700 copies)	14,751.00 (710 copies)	16,095.72 (810 copies)	14,807.89 (810 copies)	27,767.25 (750 copies)	30,419.55 (750 copies)
Hardcopy Postage and Handling ¹	10,500 (est)	2,545.12 + 10,533.00	3,414.86 + 8,293.16	7,091.18	8,790.78	8,278.57
Royalties	-	-	-	-	(1,204.88)	(1,133.12)
Cover Art preparation	68.99	68.99	68.36			
Translations	3	3	1,537.50	1,257.90	1,262.01	1,422.90
Corrections after the "Blues"	-	-	-	-	-	-
Editor's Honorarium ⁴	8,250.00	8,250.00	8,250.00	8,250.00	8,250.00	7,500.00
Assistant Editor's Honorarium	-	-	-	2,000.00	-	-
Editor's Expenses	-	-	-	-	-	-
Assistant Editor's Expenses	-	-	-	-	-	-
CDs and shipping	n/a	2,387.13	4,920.34	2,913.49	2,906.40	2,850.75
Computer Hard/Software ²	3,669.11	-	-	281.37	-	1,375.88
Total: Unit Costs:	\$40,151.10 \$57.36 each	38,535.24 <i>\$54.27 each</i> <i>with CD</i>	42,579.94 <i>\$52.57 each</i> <i>with CD</i>	36,320.46 <i>\$44.84 each</i> <i>with CD</i>	47,771.56 <i>\$63.70 each</i> <i>with CD</i>	49,338.65 <i>\$65.78 each</i> <i>with CD</i>

Notes:

¹ In 2014, bulk shipping of 400 copies to conference location included in the Printing costs. In 2013 and 2012, bulk shipping of 400 copies to conference location followed by individual shipping of approx. 350 copies. In 2012, bulk shipping was overnight to meet conference deadline.

² Capital expense not included in total.

³ Translation provided by Alan Carter and René Dufresne.

⁴ Total honorarium is \$14,000 but includes Communications Manager duties.

6.5.3 Proceedings Organization - The papers are once again organized in the order they were received by the ECM with the exception of the CAEP and CAMEP papers, which were placed at the end of the technical section. Traditionally, the CAEP report printed in the Proceedings was from the previous year. For 2014, CAEP reports for both 2013 and 2014 were available as a result of testing changes.

No papers were withdrawn prior to publication in 2014. Fourteen of the 26 published papers were received by the May 31st deadline, which was appreciated by the Editor. Author submission was much more timely in 2014 as compared to past years.

6.5.4 Errata - Two errors in the 2013 Proceedings were noted after the printing process was well underway. One author agreed that the issue was not significant enough to warrant a correction.

The other author (Frank Pinder) indicated that the error was significant enough to warrant a correction. Page 163 of the 2013 Proceedings (part of "Improving the Permeability and Surface Texture of HMA Using AMIR II") has been included in Appendix A of the 2014 Proceedings. The errors were found in Table 2 of the paper. The incorrect values were left in the table beside the corrected values but formatted with a strikethrough.

6.5.5 Proceedings Distribution - The PDF version of each paper was provided to the Secretary-Treasurer and uploaded to the Members Only section of the website in late October. Notification of the availability of the PDF versions was made via LinkedIn and Facebook shortly thereafter, with an email to the General Membership in late October.

Instructions for accessing the proceedings online were included with the general membership

email as the ECM noticed issues when using Google Chrome and higher versions (9+) of Internet Explorer.

Four hundred copies of the Proceedings were shipped directly to the conference venue for distribution during registration. Members not attending the conference will receive their copies by mail shortly after the conference.

6.5.6 Proceedings on CD - As approved by the Board of Directors at the 2013 mid-year meeting, CD- ROMs were not produced in 2014 as the PDF versions will be made available to the membership via the Members Only section of the website.

6.5.7 Index (and number of Authors) - The CTAA Index was updated to include the 2014 papers/authors and was uploaded to the website. Chuck McMillan now handles the creation and maintenance of the indices through his database.

As approved by the Board of Directors at the 2013 November meeting, the maximum number of authors per paper was set at five (5) for 2014 and future Proceedings. Corresponding Authors who submitted papers with greater than five names (one instance in 2014) were asked to reduce the number of authors to five and recognize the contributions of the others under Acknowledgements.

6.5.8 Copyright – The issue of who maintains the copyright of the papers (CTAA vs. Authors) was formally addressed this year. In 2014 and beyond, CTAA required a formal declaration assigning full copyright to CTAA. All Authors provided the signed declaration in advance of publication.

6.5.9 Elaine Thompson Editor’s Award - The recipients will be announced at the Awards Luncheon. Notification of award to the recipients was provided via email ahead of time to ensure their presence at the Awards Luncheon.

6.5.10 Earl Kee Award for Best First Time Presenter - The Editor can no longer provide a list of eligible presenters. Authors who will make a presentation at the 2014 conference that have never done so in the past will be asked to identify themselves to the Technical Chair (Mr. Alan Carter) in advance. They may also identify themselves to their respective Session Chair for consideration.

6.5.11 Editing Equipment - The CTAA computer (purchased in 2009) were replaced in 2014 at the approval of the Board of Directors. Cost of the replacement computer, backup storage system, and warranty was \$3,669.11. The laser printer continues to function adequately.

6.5.12 Availability of Presentations and the Annual Conference – a request to the LAC was made to investigate the cost and/or provide access to PDF versions of the presentations in real time. The LAC Chair confirmed that this functionality would be available in Winnipeg. Instructions for accessing the presentations will be distributed in advance of the conference, as well as during the conference.

6.5.13 Operations Manual Update – the ECM updated Sections 5.3.4 and 5.4 to reflect the current editing and publishing procedures.

Going forward, Appendix A will be reserved for errata and/or discussion papers while the membership lists will always be printed as Appendix B (regardless of whether there are any errata or discussions).

6.5.14 Social Media – A Facebook page and LinkedIn page were created for the Association in 2012 and updated on a regular basis for 2014. Members were notified of the pages and will be again encouraged to join/like the social media pages at the AGM.

Interest in the LinkedIn page remains high and continues to increase. At the time of this writing, the LinkedIn page had 338 members (33% greater than last year at this time).

Interest in the Facebook page (23 likes) remains low although maintenance of the page is a relatively minor effort and usage is increasing. Ideas to increase interest in the Facebook page will be solicited from the Board, as well as during the Young Members Reception.

6.5.15 Website – Management of the CTAA website was primarily provided by Head Office. The ECM met with Administrative Support, Kathy Fyfe, in June to review the website and obtain a working knowledge of Wordpress.

6.5.16 Tax Credits for Publishers – As CTAA now acts as its own publisher, the ECM investigated federal government programs (Heritage Canada) to determine whether the Association would qualify for grants and/or tax credits to offset the cost of the Proceedings. Unfortunately, at this time the grant/credit programs are solely for arts-related publications. The ECM will complete routine review of available programs in the event that qualification requirements change.

6.5.17 Letter of Invitation to Overseas Presenters

At the request of an overseas Author/Presenter, the Secretary-Treasurer and ECM developed a “Letter of Invitation” to support the acquisition of a travel visa. The letter was successful and the Author is able to attend and present his paper in Winnipeg.

6.5.18 Media Release

A Media Release was developed by the ECM and LAC members in advance of the conference. Communications with media during the Winnipeg conference (if requested) will be coordinated by the ECM.

6.5.19 Appreciation - The CTAA Proceeding’s is the result of the hard work of a number of people whose efforts go largely unnoticed. Again, I would be remiss if I did not acknowledge the significant contributions of:

My wife Carla and daughter Sabrina, who tolerated my many late nights and weekends during this effort;

Alan Carter, as the Chair of the Technical Program Committee;

Kathy Fyfe, our eyes and ears at Head Office;

Alan Carter and Rene Dufresne, who provided Abstract / Résumé translation service;

Russ Gerrish, who maintains the database of CTAA members;

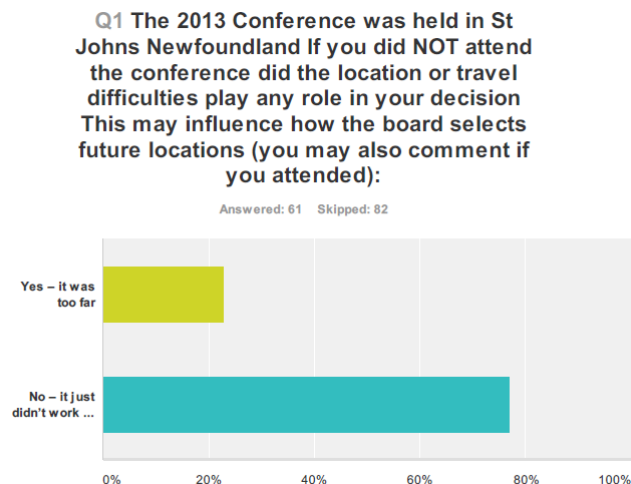
Chuck McMillan, our Secretary-Treasurer who manages the Author database and prepares the indices,

and last but not least;the Corresponding Authors, who were a pleasure to work with this year.

6.5.20 Closure – I am pleased to continue my role as Editor for the CTAA as well as my responsibilities as Communications Manager.

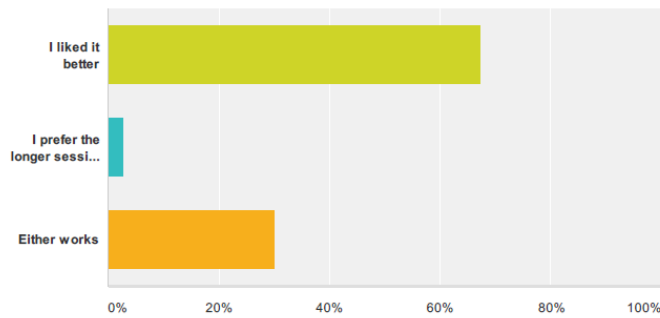
6.5.21 2013 Conference Survey Results

Steve also presented the following 2013 survey results:



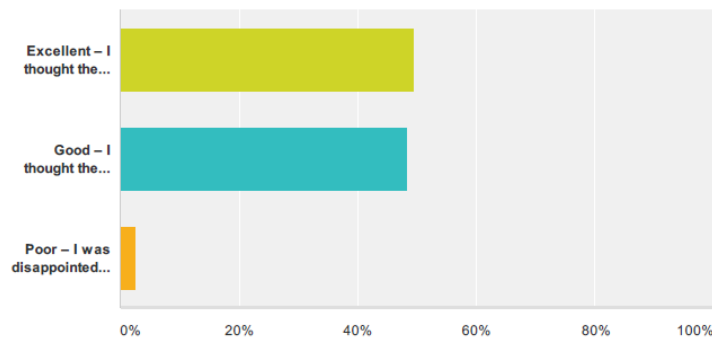
Q2 What did you think of the new CUPGA format of a half day on Sunday (instead of a fuller day), no separate registration cost and CUPGA organization of the Tuesday Contractor's workshop.

Answered: 73 Skipped: 70



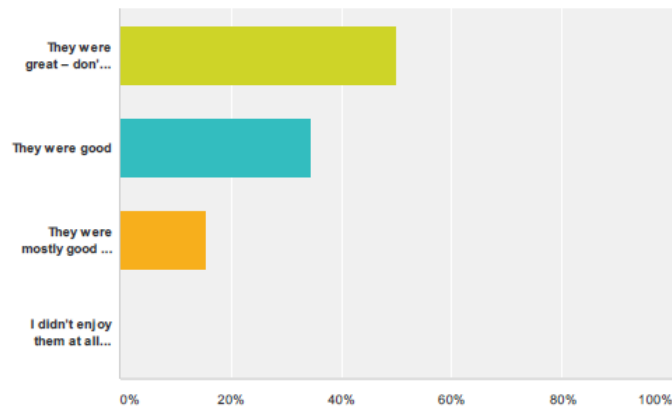
Q3 Technical sessions – please tell us whether you thought they were poor, good or excellent and any comments that might help make them better

Answered: 83 Skipped: 60



Q4 The conference meals and functions including the welcoming reception at the Rooms, the banquet and banquet entertainment and the Wednesday Awards Luncheon are traditional CTAA events. Please tell us how you enjoyed them and any comments that we might use to make them better or more relevant.

Answered: 84 Skipped: 59



Q5 The conference hotel is a major expense both to you as delegates and to the conference. Please provide any comments or concerns that might be considered in future negotiations with hotel facilities.

Answered: 46 Skipped: 97

Q6 Please provide us with your overall opinion of the conference. If you had an accompanying person attend the accompanying persons program and have feedback on that program please provide it here as well.

Answered: 62 Skipped: 81

6.6. Education and Training

Todd Strynadka presented the following report:

The Education and Training Committee is responsible for helping the association with its goal to raise the understanding of asphalt technology and its applications through improvement in education and training tools for its members and promote asphalt technology.

To fulfill its goal, the Education and Training Committee is responsible developing the content for the annual conference training sessions. Mr. Chuck McMillan has been instrumental in developing this program since its inception and we appreciate his efforts in this regard. The workshops have been very well received and attended by the membership. The following 2014 CTAA Course will be held on Sunday November 16, 2014:

Asphalt and Asphalt Mixture Inputs for the Mechanical-Empirical Pavement Design Guide

Presenter: Alexander (Sandy) Brown, P. Eng., Technical Director, OHMPA and Canadian Regional Engineer, Asphalt Institute.

A sub-committee of the Education and Training Committee continues with the CTAA goal to write and publish a text book on Asphalt Technology with a focus on the state of practice in Canada. The intention of the textbook is to be a practical guide on the basics of Asphalt, Aggregate and Mix Production and Placement Technology. The textbook will be useful for students, contractors, consultant engineers and owner agencies. The copyright for the textbook will be held by the CTAA and the book will be published in both French and English. Mr. Alan Carter is the CTAA champion of this initiative.

6.7 Technical Liaison (CUPGA)

Hugh Donovan presented the following report:

The 2013 CUPGA sessions in St. John's were well attended. As a result of the 2012 sessions 2013 was chosen to change the format of CUPGA. The change undertaken for 2013 was to divide the CUPGA sessions between Sunday afternoon (1/2 day technical session, rather than the full day) and through working with the Local Arrangements to take part in the Contractors' Workshop on Tuesday targeting local issues. It appears that the general consensus, based on the 99 total surveys received from the Sunday and Tuesdays sessions, is that the conference attendees preferred the new format over the previous format.

The 2014 CUPGA Executive is comprised of:

Chair	Ryan Clark
1 st Vice-chair	Pamela Marks
2 nd Vice-chair	Rielle Haichert
Secretary	Nawaz Panhwer
Past-chair	Mark Underhill
CTAA CUPGA Liaison	Hugh Donovan

The CUPGA Executive has expressed concern in gaining interest from General Membership to participate on the Board as Regional or Agency Representatives.

A meeting was held on November 16, 2013 in St. John's to assess the effectiveness of the modifications to the CUPGA Sessions, as well as to discuss the evolving role of CUPGA and their relationship with CTAA.

A series of teleconferences were held between the Executive members over the summer to discuss the CUPGA program for 2014. A program was agreed upon and submitted to Head Office for inclusion in the July Newsletter and the Conference Booklet.

6.8 By-Laws

Ania Anthony presented the following report:

Ania reported that the Board was recommending a change to the Article 5.03 of By Law No. 1 to eliminate the need for two candidates' names for each position up for election and ensure that at least one candidate be named.

Moved by Art Johnston and seconded by Steve Goodman that Article 5.03 of By-Law No. be amended to read as follows and that the amended motion be sent to the General Members for approval by letter ballot.

“At least five months prior to the next Annual Meeting, the nominating committee shall provide the Secretary-Treasurer of the Corporation with a list of at least ~~two~~ one General Member candidates from each geographic region requiring an election, who shall be nominated for the office of director, and, in addition, at least one candidate who shall be nominated for the office of Second Vice President. In the selection of candidates for these board positions, the nominating committee shall have due regard for diversity of vocational representation. Each candidate for the board shall have consented in writing to nomination before the report of the Nominating Committee is provided to the Secretary Treasurer.”

CARRIED with 1 negative vote

6.9 CAMEP / CAEP

Alan Carter reported that numbers are down with only 7 labs participating in the asphalt exchange program and approximately 20 in the mix exchange program. It was discussed that labs are using CCIL and AASHTO for certification purposes and that is likely the reason for the reduced participation. If enrolment stays this low then it is likely that it will not be worthwhile to run the program past next year – the last year of the current agreement.

6.10 Scholarship

Nabil Kamel presented the following report:

The 2014 Scholarship Committee consisted of the following CTAA Regional Directors:

Nabil Kamel (Chair), Ania Anthony, Ryan Clark, Rene Dufresne, Roman Stefaniw and Todd Strynadka.

- Earlier this year the list of Institutions for Scholarship mail out was updated. We also completed revisions of the scholarship guidelines in the Operations Manual to reflect 3 scholarships for Graduate, Undergraduate and the new Applied Technology / Community College as approved by the board in its November 2013 meeting. The new revised

Scholarship guidelines were submitted to CTAA and “Posters” in both English and French were prepared. Thanks to Alan Carter who provided the French translation. In addition we also completed a draft article which appeared in the January CTAA Newsletter describing the various Scholarships, application process and the required documents to be submitted to the CTAA Office.

- Evaluated 15 eligible applications which were received from applicants studying at Canadian Universities in Alberta, British Columbia, Ontario, Quebec and Saskatchewan.

6 candidates evaluated for the Graduate Scholarship 1 from AB , 3 from ON and 2 from Quebec,

6 candidates evaluated for the undergraduate Scholarship 4 from BC, 1 from ON and 1 from SK,

And 3 candidates evaluated for the Applied Technology Scholarship 2 from AB and 1 from ON .

All 15 candidates were evaluated by each of the 6 Scholar committee members individually using the CTAA scholarship evaluation forms. The ratings from all members were tabulated and summarized for each candidate by the Committee Chair and final results submitted to CTAA.

- The winner of the 2014 CTAA Graduate Scholarship is Gulfam Jannat, Ph.D. Candidate, Civil Engineering, U. of Waterloo, ON
- The winner of the 2014 CTAA Undergraduate Scholarship is Adam Felinczak, B.A.Sc. candidate, 3rd year Civil Engineering, U of Waterloo, ON and
- The Winner of the 2014 CTAA Applied Technology Scholarship is Katelyn Sikal Civil Engineering Technology Diploma candidate, Southern AB Institute of Technology, AB.
- All applicants were notified by CTAA Office of the scholarship evaluation results.

It should be indicated that in this year’s evaluation, **all** the 3 winners were rated # 1 in all the 6 individual submissions of the Scholarship Committee members, i.e. unanimous agreement.

Discussion

There was some discussion regarding the number of applicants and the need to spread the word regarding the availability of the scholarships to help increase the numbers.

Following a discussion whether to increase the scholarship amounts it was decided they would remain the same for now.

It was noted that the selection committee make their decision mid-August and the students are notified shortly thereafter.

7. President’s Report

Keith MacInnis presented the following report:

This is a year of continuing transition for the association. Chuck McMillan is admirably performing the duties as Secretary Treasurer after Bob Noble’s retirement following the 2013 conference. Bob continues to act as an invaluable resource for the Secretary Treasurer.

On March 21, 2014 Industry Canada has issued a Certificate of Continuance under the Canada Not-for-Profit Corporations Act. Kudos to Chuck McMillan and Bob Noble for their diligent work in assembling the required documentation for the successful submission to Industry Canada.

With regards to sponsorship, the association requires sponsors to operate and do business in Canada. Companies not yet doing business in Canada are encouraged to attend the conference as delegates or members.

Regarding scholarship donations, donors contributing in excess of \$1000 will be recognized at the annual conference awards luncheon.

In consultation with Steve Goodman, the board has developed a list of duties and responsibilities for the position of communications manager. The Communications Manager is responsible for the planning, organizing and directing of overall communication strategies and public information activities for CTAA.

At last year's Past Presidents' Luncheon, a suggestion was made to review the association's strategic plan which was adopted in 2006. It should be noted that the last activity regarding this issue was Art Johnston's membership survey carried out in 2008. The board has re-affirmed the existing Mission and Vision statements which are as follows:

CTAA Mission Statement: "Our purpose is to raise the level of understanding of asphalt technology and its applications."

CTAA Vision Statement: "To be recognized as the preeminent source of information in Canada, related to asphalt technology and its applications, in the provision of the best and safest infrastructure."

Listed below are the four key business goals arising from the 2006 Strategic Plan with comments on our current activities related to the achievement of the goals.

1. *To promote asphalt technology through information exchange*

The primary means of information exchange is our yearly conference. Thanks to the continuing efforts of Chuck McMillan, all past proceedings are available to members on the CTAA website. An electronic survey was conducted by Chuck McMillan after the conference to gauge membership satisfaction. The number of respondents totaled 143. In general, the changes to the CUPGA format were well received by the membership. The relatively remote location of last year's conference was not a major factor in the decision to attend.

2. *To promote communication amongst Members*

Steve Goodman has taken over the responsibility of producing the CTAA newsletters. In addition, he continues to moderate the LinkedIn site.

3. *To encourage industry-wide participation*

Starting with the St. John's conference CUPGA along with the LAC organize the contractor's workshop held on Tuesday afternoon. Topics specifically related to issues of importance for contractors are addressed.

4. *To improve education and training tools for stakeholders*

Scholarships offered by the CTAA have been expanded to three in order to encourage community college students to study asphalt technology. Lead by Alan Carter, a subcommittee of the Education and Training Committee is hard at work producing an asphalt technology textbook.

In closing, I would like to acknowledge the hard work and invaluable contributions of the many people who contribute to the successful operation of the association; Chuck, Kathy, Steve and Bob at head office, the Board of Directors, the local arrangement committees, and of course, the membership who continue to support and promote the growth of CTAA.

8. **Board of Directors 2014-2015**

President Keith MacInnis introduced the new Board as follows:

President		Alan Carter
1 st Vice President		Hugh Donovan
2 nd Vice President		Todd Strynadka
British Columbia	Director	Jason Herring
Alberta	Director	Roman Stefaniw
Prairies & Territories	Director	Rielle Haichert
Ontario	Director	Nabil Kamel
Québec	Director	René Dufresne
Atlantic	Director	Ryan Clark

Past President
Past Past President
LAC representative – Ottawa
LAC representative – Banff

Keith MacInnis
Bob Forfyflow
Wade Clouthier
Art Johnston

Moved by Art Johnston and seconded by Todd Strynadka that the ballots be destroyed.

CARRIED

9. 2015 Annual Conference in Ottawa

Wade Clouthier presented the following report:

9.1 LAC Membership

The Local Accommodation Committee Chair Persons for the Ottawa 2015 Annual General Meeting has commenced recruitment for the remaining positions of the LAC. A few people have expressed interest and will be confirmed by the end of the year.

9.2 September 8 2014 LAC Meeting

The Ottawa LAC has considered entertainment options for the banquet and reception. Details are being finalized for speakers at the banquet.

9.3 Hotel Reservation for November 2015 AGM

The Chateau Laurier Hotel has been reserved for the Ottawa AGM Conference for rooms and rates. The Fairmont Room is \$199, with other room types at a higher rate.

9.4 Conference Banquet

The Conference Banquet location is planned for the Chateau Laurier Ballroom. The degree of formality of the event is being discussed as to a black tie or business casual. There has been numerous national significant events previously held there so everyone can enjoy the history inside their walls.

9.5 Welcome Reception

The welcome reception has been confirmed for the Canadian War Museum lower vehicle space. It is a great show case of military vehicles with an open are for gathering of groups are size. Stand up food stations are being proposed for this event to allow mingling and viewing.

9.6 Ottawa Tourism Contact

The LAC has contacted the Ottawa Tourism Board to confirm their participation with the Ottawa Conference, and they have supplied an audio clip for the Winnipeg Conference greeting. They will provide contacts for other event organizers and organizations, and have mementoes for the candidates.

9.7 The City of Ottawa Contact

The City of Ottawa will be contacted formally after the new council is sworn in December 1 2014. Preliminary discussions with the Mayor's office have been on the preliminary level so far, but they are excited to contribute at this time.

10. New Business

There was no new business.

There being no further business the meeting was adjourned at 9:35 a.m.