

NCAUPG Management Committee Meeting Minutes
Overland Park, Kansas
Tuesday, February 2, 2010
3-5pm

Co-Chairperson Scot Schwandt opened the meeting at 3:00pm. The members and guests present introduced themselves:

Will Stalcup, Missouri DOT	Scot Schwandt, Wisconsin APA
Joe Schroer, Missouri DOT	Bill Rosener, APA Iowa
Jim Trepanier, Illinois DOT	Michael Heitzman, NCAT
Cliff Hobson, Kansas DOT	David Yates, Missouri APA
Greg Schieber, Kansas DOT	Lee Gallivan, FHWA
Rick Kreider, Kansas DOT	Dennis Dvorak, FHWA
Wayne Jones, Asphalt Institute	Tom Duncan, FHWA
Hal Wakefield, FHWA	Becky McDaniel, NCSC

Agency co-chair Ron Walker, INDOT, was unable to attend the meeting.

The meeting agenda is shown in Appendix A.

Review of 2009 Minutes

The minutes were approved as written.

Budget and Administrative Report

Becky McDaniel gave a report on the administration of the NCAUPG by the NCSC (as secretary/treasurer of the group). Her presentation (Appendix B) summarized what the NCSC does each year. The balance in the NCAUPG account before the meeting was \$17,225.71. The projections for the 2010 meeting income/expenses indicate that the group may lose almost \$2000 on the meeting, though that projection includes some possible overestimates (such as on supported travel reimbursements and food). The balance after the meeting expenses are paid, then, is estimated to be around \$15,000. McDaniel will send the final figures to the committee as soon as they are available after the meeting.

McDaniel asked some potential cost savings and whether the Management Committee would like the NCSC to pursue them. For example, it cost over \$1000 to print and mail the meeting postcards. A survey after last year's meeting indicated that only 10% of the attendees responding had learned of the meeting from the postcard. After discussion, the committee decided not to mail postcards next year, but instead to increase the number of e-mail addresses on file and distribute the meeting announcement and reminders via e-mail in the future.

McDaniel also indicated that the NCSC always watches the food and beverage costs carefully. This year we had to meet a minimum food and beverage order with the hotel

to avoid paying for meeting rooms, so a hot lunch will be served on Wednesday instead of a boxed lunch.

The Kansas DOT provided the A/V equipment and a person to set up and run it; this saved the group a significant amount of money and is greatly appreciated.

McDaniel asked the committee what they thought about webcasting the meeting and if it should be done in the future. Since many people are on restricted travel budgets, webcasting can allow them to participate remotely. This year, however, the internet hook up would have cost \$350 a day. The co-chairs had indicated they did not think this was necessary this year, so we did not webcast and saved \$700. After discussion, it was decided to make a decision each year based on the hotel, costs, attendance and other factors.

Establish NCAUPG meeting dates for 2010

The group discussed possible dates and locations for next year's meeting. Schwandt asked if rotating the meeting location was worth it or if we could negotiate a better deal with the hotel if we held it in the same place year after year. McDaniel noted that typically we get a fairly large number of attendees from the host state(s) – upwards of 30 in some cases – as well as many from adjoining states. Others in the group agreed, and it was decided to continue to rotate the meeting location.

The group then discussed possible venues. The eventual decision was to first try to coordinate with the Ohio Asphalt Conference sponsored by Flexible Pavements of Ohio. Wayne Jones will approach Cliff Ursich and his planning committee again about joining forces. If that works out, the meeting will be held sometime around February 2, 2011. The back-up plan is to hold the meeting in Indiana, trying to avoid the dates of adjoining state meetings (specifically Ohio's and Michigan's, which is typically the second week in February). David Yates noted that Missouri's conference is January 11-12, 2011.

Develop NCAUPG Activities Plan for 2010

This plan will be firmed up once we know when and where the conference will be held. In general terms, though, the first conference call should take place in May-June 2010 to establish a Planning Committee and to firm up the venue and the dates. Then, in June-July 2010, the first Planning Committee conference call should be held.

Other Business

The floor was then opened for discussion and other business. The group asked McDaniel to provide a list of the questions asked in last year's survey so they could consider what other issues the group should address. A summary of the survey questions and responses is attached as Appendix C.

The group also discussed increasing communication across the region. Will Stalcup asked about setting up a Linked In group. Joe Schroer commented that there have been issues over the last couple of years, like binder prices and bumps in new pavements, which would have been good to discuss with others across the region. It

was suggested to ask for topic suggestions in late July or August. A webinar could also be held for the region. Wayne Jones suggested setting up subdivisions in the mailing list to target for specific topics. These could include QC/QA managers or state asphalt engineers. Flash polls or other exchanges could then target specific audiences. McDaniel replied that the mailing list is currently broken down by agency, contractor, association, academia, etc., but is not differentiated finer than that. She will try to come up with target groups, run those by the committee for approval, then get people to sign up for those of interest.

Mike Heitzman went back to the financial presentation. In it, McDaniel had commented that she was not charging any of her salary to the NCAUPG although she had taken over most of the administrative duties when Jody (Reigel) Leddy left the NCSC. Heitzman reviewed the history of the NCAUPG. In the early days, management of the group passed from the FHWA in Missouri to FHWA in Olympia Fields, then from state to state based on meeting location. He said there was a benefit to having one group handling the administration from year to year. Therefore, he feels that effort should be compensated. McDaniel thanked him but had not charged based on previous expressions of support for the NCAUPG activities from the NCSC Steering Committee and the fact that Jody had already charged part of her salary to the group this year. The group discussed this and supported Heitzman's recommendation that McDaniel should charge some part of her salary to the group to recompense the NCSC for her time. McDaniel agreed to add some of her time to future budget projections.

Will Stalcup asked about having a third party (meeting/conference planner) negotiate hotel contracts on behalf of the NCAUPG. These firms are paid by the hotels, not directly by the organization. They may be able to get us a better deal. McDaniel was not sure if university rules allowed this, but she will check with Purdue's Conferences Division and let Stalcup know.

Hearing no new business, Schwandt adjourned the meeting.