

PRODUCT PROMOTION COMMITTEE
Memorandum of Meeting

1:30 P.M. Monday June 11th, 2018 – Mont-Tremblant, Quebec

Present:

Janine Yetke (Chair)	Armtec	Dave Newbigging	AMD
Heba Ahmed	Armtec	David Watson	Leland
Jason Sherwood	Atlantic	Mike Mounts	Valfilm
Bruce Matheson	Frontier	Todd Gray	ACI
Byron Nelson	Leland	Ray Wilcock	CSPI

Absent:

Kamran Derayeh	AMD	Marc Warden	Hubbell
Ian Berry	Warner	Jim Evans	AK Steel
Shane Setter	Ironside		

Member Guests:

Kevin Williams	Atlantic	Robbert Kamphorst	Bergschenhoek
Stan Lipkowski	AMD		

1. Welcome & Opening Remarks

Janine opened the meeting and welcomed all members. Attendance was taken and is recorded above.

2. Review Minutes of March 2nd, 2018 Meeting

Minutes were reviewed and accepted. A motion for approval was made by **Heba Ahmed**, second by **Bruce Matheson**.

3. CSPI 2017/2018 Report – Ray

- 15 Ministry DOT Visits & Presentations
 - NFLD, PQ 2, ON 5, SK 3, AB 2, BC, NWT
- 5 Municipality Visits & Presentations
- AISI Washington - 2 Presentations (funding & project update)
- Canadian Steel Construction Association
 - Board Meeting, Marketing & Sustainability Meeting
- TAC Conference – St. John's NF
- TAC Structures Committee – St. John's & Ottawa
- TAC Committee Research / Technical Projects
 - Kleskun Hills AB Polymer Laminated Repair Project visit and report
 - MTQ Bolt Research visit and approval submission
 - Algonquin & BC Galvalume Test site visits and reports
 - EPD work with AMD & SCS Global
- ASTM Meetings – Atlanta

- NCSPA Fall Meeting – Atlanta
- Site Visits / Consultants / Members – average of 5 per month
- 4 Ontario Municipal Engineering Association Events
- Photo Contest - over 75 submissions
- 4 PPC Meetings
- 4 TAC Meetings
- Annual Meeting in June, Fall Meeting in December
- Attended OGRA Conference
- Website – numerous up updates
- 6 E-Blasts to customer data base and members
- Published – 6 Bulletins / Brochures
- Education Outreach – 16 guest lectures – 665 handbooks distributed
- Webinars – two given to members on website navigation and tools available (26 attended)
- Standards:
 - AB Trans approved Polymer Laminated
 - SASK – plant certification accepted
- Two new members added (AK Steel & Viacon)
- CSA Meeting – kick off talks on CSA G401
- Handbook – redesign of the front and back cover
- Two OPSD submissions on Height of Cover tables
- Conference speaker at Tri-Party in Alberta (240 attendance)
- Abstract and paper approved for CSCE in Fredericton (June) and SMSB in Quebec (August)
- Thumb drive idea initiated

4. Budget Report - Ray

After 5 months of 2018 revenues and expenses are as follows:

As at May 31 st	<u>Actual</u>	<u>Budget</u>
Revenue	77,354	68,700
Expenses	97,606	104,667
Surplus/Deficit	(20,252)	(35,967)

Details were sent to all committee members. There were no questions.

5. Strategic PPC Action Items

a) DOT's:

MTO Structural Standards Advancement – polymer coated package submitted to the bridge office (19 technical reports)

Sask – culvert stiffener standards submission

NF – Bridge & Road Standards submission on polymer material. Specification wording sent.

b) **Municipalities: (17 Technical Documents)**

City of Hamilton – met with Chief Engineer – July submission

City of Halifax presentation – July submission

City of Calgary presentation – July submission

City of St. John's presentation - Package submitted culvert & storm sewer specifications

City of Vancouver presentation – Winter submission

City of Winnipeg – July submission

Road Authority – joined to allow CSPI submission to Ontario municipalities

Quebec – register as a lobbyist

6. Website Update – software requires updating

- Home page – links for photo contest, webinars and members map
- Members Map
- Product Comparison Bulletins
- Seeing is Believing Map – 7 Sites added
- CSPI – Benefits of being a member
- Committee members, minutes, technical bulletins
- Calculators

Points from previous meetings:

- French Translation required for some bulletins (cost estimate required)
- [Action: Dave N suggested a translator AMD uses. He will send to Ray](#)

7. Projects for PPC

a) **2018 TAC Conference in Saskatoon – exhibitor**

Registered as an exhibitor.

Abstract not approved.

b) **Other Trade Shows**

- Good Roads –attended on February 26th in support of members
- Tri-Party in Red Deer Alberta – speaker in March (240 attendance)
- SMSB in Quebec City – paper approved, speaker in August
- CSCE in Fredericton – paper approved, Paul Proctor of AIL will speak on CSPI behalf
- Guelph Drainage Conference – Submit abstract for November 2018 conference

c) Education Outreach Update

Guest lectures to date:

Feb 7 th	St. Lawrence College	Kingston	30
Feb 9 th	University of Toronto	Toronto	80
Feb 12 th	St. Clair College	Windsor	30
Feb 16 th	RMC University	Kingston	25
Feb 27 th	McGill University	Montreal	35
Mar 6 th	SAIT College	Calgary	50
Mar 7 th	OGRA Storm Sewer Course	Mississauga	30
Mar 15 th	SASK Polytech	Moose Jaw	60
Mar 19 th	Seneca College	Toronto	60
Mar 21 st	Memorial University	St. John's	30
Mar 22 nd	NAIT College	St. John's	30
Mar 26 th	University of Sask	Saskatoon	90
Mar 28 th	Okanagan College	Kelowna	30
Apr 3 rd	University of Guelph	Guelph	30
YTD	14 Lectures		610

d) Photo / Project Contest – 2018 / 2019

A few hiccups with the upload capabilities (Explorer browser), however much easier to download and set up files. Submissions down from last year by over 25.

No discussion.

e) E-Blast Strategy

➤ Quarterly projects from each member (once per year) as follows:

1 st Q	Armtec	completed – 20% open rate to over 10,000 in data base
2 nd Q	Atlantic	up next for July release
3 rd Q	ES Hubbell	
4 th Q	Frontier	

The Armtec story was linked from the home page in Recent News.

Discussion: Bruce asked if there was any feedback from the success of the NCSPA strategy which releases e-blasts almost weekly. Mike stated they will be assessing this at the end of the year.

➤ **Action:** Set up CSPI on Linked In, Facebook and Twitter by year end.

f) Handbook Update

The front and back covers were redesigned. Good feedback was received.

TAC Committee issue – put together a sub committee to review chapter by chapter for 2019 update. Will be presented at the next TAC meeting.

g) Non-Member Activities

None

8. Discussion & New Business

As this was the last meeting for Janine to share, she thanked all committee members for their support and contributions and wished CSPI continued success in the future. A new chair will be named at a later date.

9. Adjournment & Next Meeting

The meeting was adjourned at **2:20pm**. Next meeting will be called by the chair.

Ray Wilcock
Secretary