

HVS EXCO MEETING
Lake Tahoe, California, USA
20 JUNE 2007 at 08:30 in the Board Room

MINUTES

Present:

John Harvey (Chair)	California
Joe Holland	Caltrans
Nick Burmas	Caltrans
Tom Byron	Florida DoT
David Jones	California
Bouzid Choubane	Florida
Edel Cortez	COE-ERDC-Hanover
Bill Nokes	California
Haley Bell	COE-ERDC-Vicksburg
Elzbieta Sadzik	Gautrans
<i>P Loots</i>	<i>Secretary</i>

1. Minutes of previous meeting

Approval

The minutes of the ExCo meeting held on 20 September 2006 in Cape Town, South Africa were approved, subject to the following amendments: Item 1b, second paragraph, where US Army Corps of Engineers should read, "ERDC-Vicksburg". Third paragraph, CRREL, should read "ERDC-Hanover". Spelling and editing items were also picked up.

Matters arising

No matters arising.

2. Update of list of HVSIA members

The list of persons attending the full meeting will be checked and amended as required, together with all their contact information during the meeting.

Persons attending the previous meetings while South Africa held the Chair generally consisted of the South African Accelerated Pavement Testing Steering Committee, owners of HVS machines and other invited parties. Only owners of HVS machines had a vote. At present, at this meeting, the invited parties are owners and operators of a heavy vehicle simulator. The meeting agreed that the membership criteria will be kept.

The original purpose of the Alliance was that owners of HVS machines would exchange information on experiences and coordinate various projects. Users of the HVS findings in the USA include, Caltrans, other state authorities and researchers. In subsequent HVSIA meetings, the following organizations will be invited to participate: government-type organizations, such as DoTs, potential stakeholders/funders, consultants working on a national research level involving HVS-related research and students that are involved in HVS-related research. Motivation for participation would need to be provided.

3. Acceptance of agenda for HVSIA meeting

The agenda for the HVSIA meeting was accepted as proposed. There was a concern that 20 minute presentations would not allow enough time, but the Chair will be flexible with the timing. Timing will be amended for the agenda of the next meeting. Tom Byron will provide the Florida DoT feedback (day 1, 2:00 – 2:30).

4. Review of existing constitution

Review of objectives

The first bullet of the objectives will be amended to:

- **Gather and communicate** knowledge related to HVS technology.

The following items were added to the existing objectives:

- Discuss and document HVS-related research practice and implementation of results;
- Identification of new technology and upgrades desired by the group and communication with one voice.

Panel of experts

For action:

The meeting agreed that a list of potential experts who could assist potential new owners of HVS machines with their experience, together with their contact information, should be compiled by each member, annually amended and sent to the Chair, John Harvey for placement on the website.

5. Review of task groups

Activity coordination task group: As the matrix has been developed, it was suggested that a task group no longer exist, but be called “activity coordination”. This would be moved to the first item of the general meeting for the next HVSIA meeting – “Report from Activity Coordination Chair”. ***For action: to be placed on the agenda for the next meeting.***

Information dissemination and marketing task group: This should be a web-based dissemination group. This item will be discussed in more detail during the Feedback from Task Group item on Thursday, 21 June.

HVS v Real Life Protocol Task Group: This information will be placed on the HVSIA website. Dave Jones will give a report-back at each HVSIA meeting.

Further discussion will take place at the first session on Thursday, 21 June.

6. Succession planning and resource development

Over the next year, succession planning and resource development will be put into place. John Harvey will compile questions for Dynatest to answer and circulate among the HVS owners for comment. The following items were agreed:

- Changes to the system need to be well documented;
- Improvements and upgrades should be planned for;
- Training for in-house operators for trouble shooting and repairs;
- Strategic planning to provide continuous support;

- The HVS manual will need to be updated.

John Harvey will send a questionnaire around to the owners regarding problems experienced by them.

7. Strategic goals for HVSIA over the next three years

There will be more benefit in closer links between the Owners. International video conferencing will be arranged for October 2007. An interim meeting at TRB will also be arranged. Each Owner was requested to provide their contact person's name for video links together with their contact details to Pat Loots at the meeting for coordination.

8. Date of next meeting

It was suggested that regardless where the chair is, every 3rd meeting, the meeting should be held back in South Africa.

The next meeting will be scheduled for July 2008 in Davis. It was requested that the HVSIA be arranged to coincide with another conference in the area. A quarterly meeting could be arranged in Madrid to coincide with the APT meeting.

All present were requested to send to John Harvey, information on relevant conferences between 15 June to 15 August 2008 for consideration when setting the date for the next HVSIA meeting.

The meeting was adjourned at 10:30.