

**MINUTES OF USUCGER BOARD MEETING
CONFERENCE CALL
JUNE 29, 2004**

BOARD MEMBERS PRESENT: Jean-Louis Briaud-President, David Elton, Susan Burns, Sarah Gassman, Stephen Dickenson, and Russell Green

BOARD MEMBERS ABSENT: Carlos Santamarina

MEETING COMMENCED AT 1:00 P.M. CST.

1. BOARD POSTS

The Board posts were assigned as follows: Susan Burns – webmaster (no change); Sarah Gassman – Treasurer (new to position); Russell Green – Secretary (new to position).

1. DUES AND MEMBERSHIP

The impact of the adoption of the draft of the “USUCGER Membership and Dues” structure prepared by Barbara Luke was discussed. The proposed dues structure is a \$25 fee per person per year. This will result in no change or a decrease in annual dues for most member institutions, but will result in a modest increase in annual dues for member institutions having more than six affiliates. Associate members will also be subjected to the \$25 per person per year dues (currently the approximately 60 Associate Members do not pay annual dues). The Board unanimously voted that the proposed draft "USUCGER Membership and Dues" structure be sent to the membership at large for a vote.

2. USUCGER 2006 CONFERENCE

The location of the USUCGER 2006 conference was discussed. It was generally agreed that the conference should be on the west coast, given that all the previous USUCGER conferences were held in more eastern locations. Five possible locations were identified: UC Davis, UC San Diego, UN Reno, ASU (Phoenix, AZ), and U. Washington. An e-mail will be sent by Jean-Louis Briaud to the Board Members to rank the top choices. Based on the response, Jean-Louis Briaud will contact the affiliates at the respective institutions to determine their willingness to host the conference.

3. RESEARCH COMMITTEE TERMS OF REFERENCE (TOR)

Currently there are two drafts of the Research Committee's ToR. The individual items in each were discussed and generally agreed upon. David Elton will merge the two drafts and will send it to the Board Members to review and comment. Once a final draft is agreed upon by the Board, it will be forwarded to Dennis Hiltunen (Chair – Research Committee) for review/comment and adoption.

4. USUCGER DISTINGUISHED RESEARCH AWARD

The proposed draft of the description for the Distinguished Research Award prepared by Dennis Hiltunen was discussed. The draft will be forwarded to the Board Members for review and comment before being voted on.

5. USUCGER RESEARCH INVESTMENT AWARD

Carlos Santamarina is the lead for this award. Jean-Louis Briaud will contact Carlos to get a status report.

6. NEW RESEARCH INITIATIVE

The new research initiative was outlined in an e-mail from Jean-Louis Briaud to the USUCGER membership at large (the e-mail was sent Tuesday, June 15, 2004, with the subject line "USUCGER: 2nd Year Emphasis = Research Help"). In summary, it is proposed that USUCGER ask professional organizations to develop a page on their web site where industry members can post problems that they face which can be solved by appropriate research. The proposed initiative differs from that headed by Professor Dowding (Research Committee) in that the proposed initiative is "ideas" focused as opposed to a contact database. There was general agreement among the Board Members that one professional organization be approached first to setup a model webpage. DFI and ASFE were discussed as possible test case organizations. Jean-Louis Briaud will contact representatives from these organizations to gage their receptiveness to this initiative.

7. OTHER ITEMS

- Sarah Gassman will be soon sending out a call for abstracts for the Doctoral Workshop at the 2005 TRB Annual Meeting.
- The USUCGER bank account will be transferred to a bank in South Carolina on July 1. This is due to Sarah Gassman assuming the duties of Treasurer.
- The Board approved the continuation of the \$500 annual budget for the Treasurer for assistance in accounting, etc.
- The Board approved the continuation of the \$1500 annual budget for the webmaster for assistance with the webpage, etc.
- The next Board meeting was scheduled for August 18th at 1:00 pm CST.

MEETING ADJOURNED AT 2:05 P.M. CST