

PMPC Executive Committee (EC) Meeting Minutes

Date: August 4, 2022
Time: 9:00 am-10:00 am
Location: Webex Meeting

Facilitator: Tom Pyle

Attendees: Tom Pyle, Dan Adams for Gudmund Setberg, Brandon Milar, Raymond Tritt, ~~Charley Rea~~, Ian Sun Chee Fore, ~~Tim Greutert~~

1. Call to Order
2. Action items
 - a. Action Items from 08/18/2022 EC (Post EC+ATG) meeting:
 - i. SOP Updates – **Action Item:** Ian will incorporate all the new additions and remediate, and upload **Update: Ian is going to upload the SOP and attachments today.**
3. Urgent Issues
 - a. Brandon – happy with the progress from ATG
 - b. Ray – Brandon – test turn-around time updates
 - i. Joseph Dongo is the permanent backfill for Ken Solak. **Action Item:** Ian will update PMPC org chart and post. **Update: Org chart is updated, will upload today.**
 - c. Dan – nothing to report from Gudmund.
 - d. Tom – discussions of CTG and ATG bin list requirements; and meetings with Kuo-Wei and Cathrina on a monthly basis
 - e. Discuss Knowledge Transfer – for all task groups, EC level and down.
4. Next meeting topics to focus on
 - a. *Sponsor Steering Committee Meeting is on October 20th. **Action Item:** Ian will send Kelly the briefing document to be worked on by the CTG and ATG group after this meeting. **Done – sent to Kelly.**
 - i. Cory might be attending – focus is Pavement Sustainability.
 - ii. Tom has Leo Mahserelli as Pavement Sustainability Coordinator
 - iii. Brandon suggested the PMPC potentially create a special task force to work with Leo

Next Meetings:

September 15, 2022, 8:30 -10:00 am

EC+ CTG Quarterly Meeting

September 15, 2022, 10:00 – NOON

EC Meeting (Post EC+CTG Meeting)

*Quarterly EC + Sponsor Steering Committee Meeting: October 20, 2022, 8:30- 10:00am