

**Announcement of Committee Meeting
ACI 301 - Specifications for Structural Concrete
Fall Meeting – Boston, MA
Tuesday, September 30, 2003**

Date: September 17, 2003

To: ACI Committee 301 Members

From: Calvin McCall

Subject: Committee Meetings at the Boston Convention

Our upcoming meeting is scheduled on Tuesday, September 30, 2003 in the Republic Room from 10:30 AM until 6:00 PM.

Please find enclosed the following:

- Agenda for the committee meeting
- Schedule of committee and subcommittee meetings
- A PFD file of the Ballot Summary for 301-03-01
- A PDF file with a compilation of the negatives and comments
- A PDF file with suggested resolutions to the negative votes

The subcommittee meetings are scheduled on Saturday, September 27, 2003; please try to be present at your respective subcommittee meeting. Since much of the committee business originates in subcommittees, subcommittee attendance is critical to the success of the committee.

As everyone knows, I have received the comments from TAC. The comments were quite extensive; however, these comments should improve the document. Letter ballot 301-03-01 was related to the response to the TAC comments. Most of the comments were approved by the committee, but we do have some negative votes to resolve. It is my intent to complete the response to the TAC comments with the exception of the revision of the references. If at all possible, please be present at the meeting and plan to stay until at least 4:00 PM. This is a very important meeting and I do need your input during the meeting.

Please let Colin know if you will be in attendance. I look forward to seeing each of you in Boston.

If you have any questions or need any additional information, please feel free to contact me or Colin.

Please have printed copies of these attached documents and the ballot documents for discussion at the meeting.

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10:30 AM – 6:00 PM

Republic B Room

1. Call to Order
2. Introduction of Members
3. Minutes of Spring, 2003 Meeting in Vancouver
4. Announcements
 - a) Next meeting–March 14-March 18, Washington Hilton & Towers, Washington, D.C.
 - b) Changes in membership
 - c) Roster update
 - d) Web site
 - e) Other announcements
5. Results of letter ballot 301-03-01
6. Summary of TAC Comments
7. Subcommittee Reports:
 - a) 301 A Domingo Carreira
 - b) 301 C Jamie Farny
 - c) 301 D Roy Keck
 - d) 301 E Steve Close
8. Old Business
 - a) Coordination of ACI Specifications
9. New Business
10. Adjourn

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Committee	Time	Room	Date
301 Main Committee	10:30 AM to 6:00 PM	Republic B	Tuesday, September 30, 2003
301 A General Requirements	2:00 PM to 6:00 PM	Beacon C	Saturday, September 27, 2003
301 B Formwork and Reinforcement		NO MEETING	
301 C Concrete Mixtures, Placing & Construction	8:30 AM to 1:00 PM	TEC/Conference 4	Saturday, September 27, 2003
301 D Architectural, Lt. Wt., Mass, SCC	8:30 AM to 11:30 PM	Berkeley B	Saturday, September 27, 2003
301 E Prestressed	2:00 PM to 5:00 PM	Berkeley B	Saturday, September 27, 2003