

Minutes of the Executive Committee Meeting of the DRBF Executive Board of Directors

April 16, 2010

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held by conference call on April 16, 2010 with the following participants: Romano Allione, Bill Baker, Jim Brady, Jim Donaldson, Volker Jurowich, Kerry Lawrence and Jack Norton. Steve Fox and Ann McGough participated by invitation.

Finance & Administration Report

Steve Fox sent a revised budget report to the Board members prior to the meeting, and reviewed the highlights during the call. Jim Donaldson said he and Steve had not yet met with the accountants for their annual review and recommendations, and that he will be sure they meet in the next few weeks so the Board will have their report to review at the next meeting in Istanbul.

Steve reported that membership in Region 1 is down by 25 - 30 members (individuals). He said the reminder emails and final invoice billings would be going out the following week. He noted Region 2 has had a surge, but primarily from emerging nations (Nepal and Sri Lanka). Steve said the promotional mailing to participants from the San Antonio training workshop yielded few responses. It included the evaluation form, and only a few of those have been returned and no memberships. Overall, the total number of memberships is good, and several Board members noted that they don't believe there is any new challenge to membership renewals, as membership renewals are consistently stagnant year over year.

Ann McGough made a suggestion of broadening the gap on the member discount for conferences to encourage membership. Jim Donaldson agreed that it is a good idea, and said he and Steve will look at how those fees should be set going forward. Jim Brady suggested it would be good to implement for the Annual Meeting in Charleston. The membership would be for 2011, and new sign-ups would get the additional bonus of membership for the last quarter of 2010, which would make for a good promotion.

It was noted that voting ballots have been sent to all members of Region 2 for the Region 2 Board election, and to date there have been 40 who have responded out of 250 members. Ann agreed to send a reminder to those who had not yet voted, with a reminder of the upcoming deadline.

Database

Kerry Lawrence said the person hired to work on the database project in June is going to try to attend a DRB in New York, as long as he can work it out with his schedule. He said all seems to be in order, and noted the focus will be on Region 1.

Manual

Bill Baker reported that the Manual Committee has been reactivated, with Committee Chair Joe Sperry, and members Pete Douglass, Bill Edgerton, and Bill Baker). They have held one conference call already, and have two scheduled. The target date for completion is spring of next

year. He said the committee has discussed establishing a separate committee to undertake revisions to the International Section, and noted it might be appropriate to consider making a separate manual. Volker said he will think about the International Section and make a proposal for who should be on that committee.

Kerry Lawrence suggested the committee might need to be expanded to include people from a vertical construction background, who might bring a broader perspective to the text. Bill said the effort is not a re-write, but a revision. Romano noted when the text is well advanced, it should be viewed by a larger audience for input. Bill agreed, noting the last time the reviews were done by a group of about 20 people, and the committee would certainly do the same for this revision.

Cooperation Agreements – The Board discussed the idea of signing a cooperation agreement with AAA, who told Kerry they are open to the idea, noting it would be best if we worked off an existing document, perhaps from ICC or a similar organization. Romano and others are going to see if we can find a similar agreement that could be used as a model for an agreement with the AAA.

Kerry also talked about the most recent editions of the American Institute of Architects documents and the competition for those documents created by the new “ConsensusDocs” forms created by a consortium of construction industry and owners groups, noting that there are clauses in the ConsensusDOCs which allow for users of the documents to check a box agreeing to use DRBs. Kerry said the issues are complex and can be political, so he urged that the DRBF move forward cautiously with them.

Jim Donaldson said that he had just attended a AAA training program, and noted they did have a handout on the table which included the DRBF logo.

Conference Updates

Istanbul – Ann gave current registration figures (130+), and noted the mayor has agreed to be the keynote speaker. She said she feels like everything is on track. Romano asked her and Steve to coordinate the invitation email for the Executive Board of Directors meeting to all members and selected guests.

Charleston – Jim Brady reported he has been gathering suggestions for session topics, and feels like he has a lot of good ideas, but still needs a theme to tie it all together. He said he will formalize the planning committee and schedule some routine meetings to make sure steady progress is being made.

New Business

October Elections: It was noted that there will be some Board positions open on the Executive Board and the Region 1 Board which will need to be voted on for announcement at the Annual Meeting. Romano noted that there are some guidelines from Region 2 on the minimum requirements and procedure, and recommend the Executive and Region 1 Boards formulate something similar. Steve confirmed the ballot would need to go out in July. Ann noted that nominations could be solicited in the May Forum, as well as by email. Steve urged the Board to establish nomination committees, as well as the Al Mathews Award Committee.

Brochure: Ann reported that the brochure project is nearing completion, with just a few additional reviews needed to finalize. She said they are on track to print the brochures in time for distribution in Istanbul, Bucharest and the Northwest Conference, all coming up in May and June.

The next meeting is a face-to-face meeting scheduled for Friday, May 14, 2010 from 2 – 6pm Eastern European Summer Time at the Marmara Hotel in Istanbul, Turkey.

Meeting Minutes submitted by Bill Baker and Ann McGough.