

**Minutes of the DRBF Board of Directors  
Executive Committee Meeting  
Friday, August 15, 2008**

An Executive Committee conference call was held at 12 noon EDT on Friday, August 15, 2008. Executive Committee participants included Romano Allione, Bill Baker, Jim Donaldson, Pete Douglass, Jack Norton and Gwyn Owen. Steve Fox, Kerry Lawrence and Ann McGough participated as invited guests.

**Financial Report**

Jim Donaldson reported that the 2007 financial report and IRS report were recently submitted, and a copy of the return will go to all EC members. Jim gave a special thank you to Steve for keeping after the accounting firm and getting it finalized. The current budget was revised and has since been distributed to all Excomm members.

Caltrans has notified the Foundation that they will not have any training sessions this year. Steve has adjusted the budget accordingly, and noted the Caltrans impact would not be as bad as originally thought. About \$13,000 in revenues that would have gone to the DRBF reserves at the end of the year will be lost. He pointed out that the Florida workshop is doing well, and overall workshop expenses have been good. Steve stated that the budget depends heavily on the success of the Annual Meeting & Conference and the Northeast Conference.

Steve also reported that membership figures are holding strong at 600+. Gwyn asked about the membership projections, which are currently 643 for this year. Steve stated the membership projections are rarely met and those figures may be reduced down slightly.

Steve also said that the workshop expenses from the International Conference are not in yet. There was some indication that profits might have to be split with FIDIC. Gwyn said he will handle the final payment, contacting Peter Boswell if necessary.

The Region 2 budget is being worked on by Steve, Romano, and others, and preliminaries have been distributed for review by Excomm. It was noted the budget is still a work in progress, and the distribution is an effort to keep Excomm informed. The group plans to have a budget proposal for the Board in October.

**Conference Updates**

**Annual Meeting – Washington, DC**

Pete Douglass reporting the planning is coming along okay. He said that some of the speakers have backed out because of belt tightening issues, having tentatively agreed to participate but now finding they don't have the budget for discretionary travel.

Pete gave a brief overview of the agenda. There was some discussion about the selection of a politician to speak as the keynote, and Excomm felt that securing such a high profile figure is a major coup for the conference. Ann noted that she is anxious to get a copy of his official bio and topic/title for the speech to use in promotions for the events. The lunch speaker will be Al

Sylvester from Clark Construction. It was noted they are active on both coasts, and Mr. Sylvester is known to be a good speaker.

There will be a panel discussion in the afternoon on highways, hopefully with representatives from ODOT, VDOT, FDOT, and Caltrans. Jack Norton said that Rammy Cone has said he'd like to do it, and Bill Baker suggested Ernie Holt who has been on a lot of Caltrans DRBs and has done their training. In addition, Hal McKittrick will do a brief 10 Year Plan update and Romano is putting together a presentation on the use of DRBs outside North America. Romano noted he has enlisted the help of Volker Jurowich, and that Gordon Jaynes has suggested someone from the World Bank but nothing has been confirmed yet. Additional plans discussed include the Saturday night dinner cruise, an interactive session on Sunday on Advisory Opinions, and the Dispute Avoidance panel.

Gwyn asked about what ever came of discussions with the Millennium Challenge Corporation. Pete reported that he spoke with them, but they were a little reluctant because of their lack of DB experience. Gwyn noted they are promoting the use of DBs in east Africa and South America. Pete said they seemed more interested in attending vs. participating as speakers, and said that he intends to extend the invitation to them. Gwyn agreed to provide any additional names that should be included on the invitation

### **International Conference – Dublin**

The committee had all received an email from John Madden the previous day advising that he would have to step down from his leadership duties due to health issues. Gwyn noted that bylaws state if a vacancy comes along the BOD can nominate a replacement. He feels the Excomm should discuss a replacement to his Board appointment and decide at the BOD meeting in October. He noted Eric Kerness has expressed an interest in coordinating the efforts of the regional reps, and that the role of International Committee Chair will disappear when Region 2 gets underway in October so there is no need to replace that position. As for the Dublin planning committee, Gwyn said that he feels there is a strong committee in place and he will make contact with them to see about what needs to be done moving forward. In the meantime, Gwyn agreed to send a reply on behalf of the Executive Committee thanking him for his work and wishing him the best.

### **Workshops**

Gwyn asked Kerry to comment on recent email exchanges about some people's interest in buying copies of the training materials. Kerry said that he is not keen on wide distribution, but perhaps on a case by case basis it would be allowed for a small fee. He went on to say that if someone pays the full workshop fee and doesn't show up, he doesn't see a problem with giving them the materials, and if someone is in a truly remote place to sell it for a nominal fee. Gwyn said he feels sure that one of the requests is from someone who is planning to run training in his area, which raised the topic of copyrights and disclaimers. Kerry noted there is paper that when reproduced show the words "illegal reproduction." Gwyn said that the World Bank has a multiplier table for establishing the right price for each region, so that if the cost is \$500 in the US, you can use a factor for developing regions to set the price accordingly.

Kerry said that he has had very positive discussion with Colorado about scheduling training sessions. Doug Holen made the connection, and they are very interested in training, particularly the A&P and Presenting to a DRB as in-house workshops. Kerry showed them a copy of

Caltrans contract, noting a cost of about \$3500 a day. When he asked how many people they expected, they said they'd like to train all of their engineers, almost 200 people. Kerry said that there may be two A&P workshops for potential Board members, because everyone on CDOT's list right now is from outside Colorado. In summary, there could be as many as 10-12 workshops, beginning as early as this fall. Jim Donaldson noted Doug Holen is also presenting to the director in New Mexico, and Bill Baker said the San Francisco Public Utilities Commission is very interested in training, also possibly as early as this fall.

It was noted that no international providers have been secured yet, and the topic may need to be addressed at next BOD meeting if nothing happens on that soon. Romano said the Region 2 budget does have a training component so that will be important to finalize.

Romano said he has been working with Volker on Region 2 bylaws, but is waiting for the main bylaws to be finalized because it forms the basis of the region 2 bylaws. He said they are considering the UK or possibly Lucerne for the location. It was noted the UK may be more aligned with the US system and offers a deeper pool of DRBF members to draw from. Ann agreed to review the wording and then forward it on to Bob Smith for his review.

### **New Business**

Gwyn reported that there has been some criticism of the procedures for election to the Board of Directors and the election of officers, and he advised Gordon Jaynes to submit a letter to the Forum that would generate discussion about the issue and consideration of future changes to the bylaws. Ann said she did receive the letter, and agreed to forward it to the Excomm to review before publication.

Gwyn also noted there has been a request to start an Eastern European branch. The details had been previously forwarded to all Excomm members. Romano noted that Jack Norton has been asked to come up with chapter guidelines, and he feels that once those are set if anyone responds within the guidelines there should be no problem with moving forward as long as they meet the guidelines. Romano suggested the chapter rules be finalized by Jack, and then if the Eastern Europe proposal is consistent, move forward.

It was noted that 19 people have sent "adhesions" (term not defined) indicating interest in a Eastern European chapter, and only five are currently members, so the DEBF could expect to see another 14 members right away. Steve noted they fall in the category of emerging nation at \$25 per member. Jim Donaldson said he and Steve have been analyzing the numbers and have come to the decision that the membership classification needs some revisions and they plan to make a proposal in the next few weeks. Gwyn suggested revisiting as soon as possible so that it can be reviewed and decided at the Oct. meeting, and noted this may be another place to use the World Bank index.

**The next meeting is scheduled for September 12, 2008 at 12 noon EDT by conference call.**

***Minutes submitted by Ann McGough and Bill Baker.***