

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

August 21, 2009

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held by conference call on August 21, 2009 with the following participants: Romano Allione, Bill Baker, Jim Brady, Jim Donaldson, Jack Norton, Gwyn Owen and Jack Woolf. Kerry Lawrence, Steve Fox and Ann McGough participated by invitation.

International Training

Prior to the call, Board members were copied on several emails regarding ECV (European Construction Ventures, David Heslett's training company) and some upcoming training workshops. Gwyn Owen gave the Board a brief overview of the issue, noting there appears to be some mixed messages being sent to David Heslett at ECV which need to be addressed. Romano Allione said he felt there is no objection to using ECV for workshops as has been discussed in the past, but that Region 2 President Volker Jurowich needed to be involved in the discussions and he would not be available to do so for at least another week due to work obligations.

Gwyn said that waiting a week for Volker's participation is no hardship to the process. He noted it is important to sort out the details with Dick Appuhn, because there are other groups (such as Cornerstone, Axel Jaeger, Abu Dhabi, etc.) who are tied with FIDIC and whatever is established should be consistent across the board. Gwyn said he feels if the issues include money, licensing, or other details they should be addressed and sorted out to everyone's satisfaction. Jim Brady said he thinks the DRBF's primary goal is to spread the mission and it can't be done alone, so it is important to be responsive to our potential partners.

Romano agreed to send an email to Volker detailing the steps that need to be taken to sort it out based on the Board's feelings that the DRBF wants to work with ECV. Gwyn should expect to hear some progress within a week's time.

Gwyn also noted that by letting these organizations use the DRBF logo in a controlled way, it helps spread the reach of the DRBF and puts more courses in DRBF control without having to do the organizing and promotion work.

Outreach Marketing & Growth

Jack Woolf reported that the effort started with the 'what are we and who are we' evaluation. He noted that Blase Reardon has recently been looking at those who did not re-up their membership and did some informal 'exit interviews.' One issue that came up again is the 'I expected to get Board appointments from my membership, and I didn't get it' answer. Jack said he believes the Foundation is based on the belief that the goal is to encourage everyone to use DBs, and cautioned against acting like it is just a small club of practitioners. He suggested this might be a topic for a breakout session at the Annual Meeting.

For the 'speaker's bureau' effort, Jack noted the idea began with the incentive packages program, and the idea of getting the DRBF name out there and to attach the process to new projects. He said the incentive program is off to a slow start, with projects being talked about but nothing

starting yet. He said a lot of the funding appears to be going to things like trains, busses, and high speed transit projects that take a long time to start.

Jack said there is an ample supply of speakers lined up and a number of opportunities have been identified in Region 1. He said not enough has been identified for Region 2 yet. The committee is talking about getting out a questionnaire to all DRBF members asking them what organizations they belong to and are active in. Once that data is gathered, the committee can ask the right person in the right location to represent the Foundation to that organization. Jack said Blase came up with an idea of offering to supplement membership dues in exchange for representing the Foundation, and Jack thinks 'it depends.' For example, there may be some organizations that a person has been a part of for years and it wouldn't be expected or needed, but there may be cases where we want to do that and he thinks it should be addressed on a case by case basis.

Jack also noted that Blase has said the Regional Reps effort has been lethargic, and in some cases he is looking to energize or replace Reps. The Reps are charged with identifying opportunities in their region, and information is coming in slowly, possibly in part due to the slow move of stimulus money.

Jim Brady asked if there is a time schedule for polling DRBF members about their memberships and activities. Jack said he would be following up with Ann, and Ann noted she has an idea about an effective method to do the survey. Jim asked also about progress on a new brochure, and Ann said she is working to coordinate Regions 1 and 2 on the brochure and also the PowerPoint. It was noted that Joe Sperry may be working on an article for a future edition of the Forum, and Ann said she would follow up with him.

Financial Report

The financial report was distributed to members prior to the call. Jim Donaldson said things are looking good right now, especially with sponsorship fees coming in. Steve Fox noted the loss of training revenue this year has been offset by increased membership levels as well as the sponsorships.

Steve and Jim D. are scheduled to meet with the insurance carrier to review the DRBF policy, and Jim expects to give a report on the meeting at one of the next two meetings. He noted they will discuss the regional organization and whether anything needs to be changed as a result.

Volker reported the Region 2 Board approved the budget proposal for next year.

Steve asked for approval to move Cvent expenditures under the Executive Board section instead of under conferences and workshops, and there were no objections so he will make that revision. Steve also suggested he and Ann should sit down and look over the Cvent contract in October, and consider setting some parameters for using the system. Steve expressed concern that the revenue from the UK Member's Meeting may barely cover the Cvent and credit card processing fees.

Bylaws

The bylaws are ready to be distributed to the membership for a vote, and Steve indicated he is just waiting on the slate for new Board members so that he can send one email to all members. Jim Brady said he will close the loop with Jack Norton and Bob Rubin and get the information to Steve by the following Tuesday. Kerry noted there is a deadline, as the bylaws state anything that needs to be voted on must be sent 30 days prior to the Annual Meeting. Steve noted he was aware of the deadline and would have it out in time.

Conferences

Brazil has been selected as the venue for the 2011 International Conference. It was suggested that the location for Region 1 in 2012 be added to the agenda for the next meeting. Romano suggested it would be good to announce locations at the Houston Conference and gauge reactions as well.

Ann gave registration report for the Annual Meeting and Conference coming up in Houston, noting registrations seem to be on track. She said there will be several reminder emails going out over the next month.

Jim B. noted he and his staff would be following up with Ann in the next week on the Charleston venue options, with hopes of making a decision prior to the Houston conference.

Workshops & Training

Kerry Lawrence reported that a hospital in Texas wants to use DRBs, and is considering including a requirement that panelists must be trained by the DRBF. He noted that California is on hold, and Colorado is moving forward with their plans. He said he has not heard anything new from Kiewit, and it appears they may be going forward with training in the fall.

The next meeting is scheduled for Friday, September 18, 2009 by Skype conference call.

Meeting Minutes submitted by Ann McGough and Bill Baker.