

**Minutes of the Executive Committee Meeting
of the DRBF Executive Board of Directors
December 17, 2010**

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held by conference call on December 17, 2010 with the following participants: Romano Allione, Bill Baker, Jim Donaldson, Jack Norton and Roger Brown. Steve Fox and Ann McGough participated by invitation.

Finance & Administration

A budget report was distributed prior to the meeting. Treasurer Jim Donaldson reported that the former accountant contacted him and Steve yesterday, just a standard goodbye letter. He said the DRBF has not yet been assigned a new accountant by the firm, but he is not anticipating any problems.

Jim also noted he is reviewing the DRBF's insurance coverage. The insurance carrier is reviewing the Foundation's policies for officers' and owner's liability, as well as international coverage. He will share any recommendations with the Board.

Jim said he and Steve hope to have the budget put together by the first part of January. He assured the Board they are working diligently, but it is a difficult process.

Steve reviewed the financial figures from the report, noting the number for reserves has gone up slightly. He said all training is completed for 2010, but some payments won't come in until February and March. He said membership renewal income will show next month, noting so far renewals are up slightly over this time last year.

Romano said it should be mentioned that each region does have reserve funds, which should be kept in mind considering the budget proposals currently on the table. Steve said that overall the reserves are considered to be good, and that the increased budget expenditures would mean less, if any, money goes into reserves next year.

Steve said the Charleston conference results have not changed significantly over last month's report, overall it was a profitable event.

International Conference

Ann McGough reported that the committee is progressing with securing speakers, affiliating organizations, and sponsors. The first sponsor, a Brazilian contractor, has committed 12,000 Brazilian Reais (about \$7,000US). The committee has not yet identified a location for the gala dinner, and expects to review those options at their next meeting in early January in hopes of being able to announce the dinner details when registration opens mid-January.

Romano mentioned he has a message in to Nick and Volker regarding a FIDIC/ICC event in March. Romano said he thinks it is important to try to coordinate these events and treat our conference as a natural follow up, not as a stand alone. Ann noted a similar effort is underway in

Australia, where there is another industry conference immediately following ours and we are working together to cross promote the events.

Annual Meeting

Roger reported the committee has narrowed down the location to two venues, one in town and one on the waterfront. He said they expect to make the final selection next week. The gala dinner will likely be held at Tillicum Village, and Steve will visit there in March when they reopen.

Kerry is still working on securing planning committee members. Pete Douglass has agreed to help with sponsorships, and Hal McKittrick is going to be asked to chair that effort.

Roger noted that New York has been selected for the following year, and Ann said she already has a proposal in from the Hyatt.

Marketing

Roger sent a complete strategic plan and budget summary for the Executive Board to review. Everyone said they had received it but did not yet have a chance to read it. Bill asked the Board to read it carefully and be prepared to discuss it in detail at the next meeting. Jim noted he and Steve will be looking at it carefully during the budget process. Roger said he is available to answer any questions that arise.

Roger also reported the Transportation Committee has been making progress with several states. Nevada was mentioned as one, and Bill said they have been using DRBs for several years but may not have had training. He is currently on a DRB there, and will mention training to them at his next meeting in January. Roger asked him to touch base with that committee's co-chairs, Eric Kerness and Kurt Dettman.

Training

Roger said that West Virginia DOT has verbally confirmed DRBF training for Jan. 25-26, and we are currently waiting for a signed contract from them. Wisconsin DOT will be approached next. Caltrans and San Francisco Water both just completed training in December, and both are considered to have gone well.

Romano said he will be speaking about DRBs at an event next week, but there are no other new training issues to report at this time.

Roger also stated that Doug is collecting training materials from throughout the organization, and updating content and graphics as needed. These materials will be housed in the DRBF library so that they are easily accessible by all DRBF trainers.

Website & Forum

Ann McGough reported she already has a good selection of articles for the February *Forum*, and work progresses on updating the website. She said she has a design estimate from Winkbox to do some additional design work, creating flyer and PPT templates as well as a new design for the Manual cover. The Board approved the estimate and asked her to proceed with the project.

Other

Jack asked about the administration of the President's List. Steve said he is planning to send an email in January asking people on the list if they want to stay on it. Committee chair Jack Woolf also said the committee will review any new applications in January. Romano noted the committee needs to cross check that people are keeping up with their workshop requirements.

Several Board members said that they frequently get questions from DRBF members who don't seem to know about the President's List. It was agreed that it would be helpful to have another article about it the February *Forum*, and Ann agreed to follow up with Jack Woolf to draft the article.

The next meeting will be by conference call on Friday, January 21, 2011 at 12:00 EST.

Meeting Minutes submitted by Bill Baker and Ann McGough.