

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

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held by conference call on September 17, 2010 with the following participants: Romano Allione, Joe Sperry, and Jim Donaldson. Steve Fox and Ann McGough participated by invitation.

Financial & Membership Report

Jim Donaldson noted Steve has distributed the financial report to the Board. He said they are working on preparing a budget for next year, and he hopes to have a preliminary budget to review with the Board in Charleston. Jim also noted he and Steve will share more details on the accountant's suggestions with regards to financial reporting and structure for the regions. He said there are new IRS regulations which will create some changes in the reporting which he will review with the Board in Charleston

Steve agreed with Jim's comments, and said that preliminary budget for 2011 will have a few new items, but overall be very similar to the budgets of past years. Changes will be minor, such as setting aside a little more for Brazil since we know our costs will be higher than usual.

Steve reported that membership figures through the end of August are 392 in Region 1 and 325 in Region 2 for a total of 717, up from 656 this time last year. Steve said he may propose splitting membership and sponsorship on the financial reports.

Jim said he has been giving some thought to whether the DRBF should re-instate the Institutional Funding/Grants Committee in the year ahead, as a hedge against the difficult economic situation which could affect membership and sponsorship revenue.

Election

Elections closed on September 15. Steve reported that Volker Jurowich was elected to the position of President Elect for the Executive Board. In Region 1, there were 100 ballots cast and Doug Holen was elected to President Elect, and Deborah Mastin was elected as Member. In Region 2, there were 113 ballots cast and Murray Armes and Alina Oprea were elected as Members of the Board.

There was some discussion on how to notify the candidates of the results, and the Executive Board agreed that the proper protocol is for the President of the Executive Board to personally notify all candidates to the Executive Board, and the Region Presidents to do the same for their respective Boards. The preference is to notify by telephone, or email if they are difficult to reach.

Governance: Corporation/Regions

Romano said that Nick Gould had updated the Board by email, noting the relationship with FIDIC seems to be on track. He said he will ask Kerry Lawrence to give an update on AAA at the next meeting in Charleston.

Romano said he notified Australia about the Board's support of their proposal regarding Chapter membership issues, as agreed at the last Board meeting. There has been no further communication on the issue.

Annual Meeting & Region 1 Conference

Ann McGough reported that to date, registrations figures are 84 for the conference, 19 for the Intro Workshop, 19 for the Update Workshop and 96 for the gala dinner. Sponsorships continue to come in, and overall Ann said she thinks this conference will exceed last year's figures for attendance and sponsorship.

International Conference: Brazil

Ann reported that a flyer has been created and finalized, which will be posted to the DRBF website and distributed to potential attendees and sponsors. She said copies would be distributed at the UK Member's Meeting next week in London, and at the Annual Meeting in Charleston. Romano said he thinks it would be good to have a few slides to promote the event at the Annual Meeting (including possible tour locations for visitors), and Ann agreed to follow up with Gilberto Vaz and the planning committee to see what can be done.

Website Update

Ann reported that the website design is nearing completion. She distributed the latest version by email and asked all Board members to review it in the next week and provide any feedback immediately. The next step will be to turn it over to the webmaster to implement. The Board agreed they would like to have it set up as a test site which all can review in Charleston, and then it would go live after any additional changes are made and it is approved. Ann noted the new design does not address text changes, which will need to be done as well because several pages are out of date. Romano asked her to go ahead and have the webmaster remove the flash box that is on the site and have the new Events listed first, as it has outdated text that is misleading.

Brochure

Ann reported that the brochure text has been approved and the files are now at the printer. She will have new brochures to distribute in Charleston, some will be shipped to the Seattle office, and the remainder will remain at the printers for storage, able to be dropped shipped when needed. Steve said he will also bring some Manuals to sell at the Annual Meeting.

Other Business

DB Register: Ann said that she understood from emails this week that Kathleen Harmon will make a presentation to the Executive Board about the project at the next meeting in Charleston.

DRB Manual: Joe Sperry reported that the committee is struggling with the indemnification issue, which is slowing down progress. They are planning to meet with Bob Smith on the issue Sunday afternoon in Charleston. He said the committee feels the issue needs to be addressed in the Manual, but the DRBF should not 'advise' what to do as it is a delicate issue. The committee has agreed not to say anything to the membership until well after the conference, so that the committee can fully discuss the issue and come to some solid conclusions. Jim Donaldson agreed it is an important issue, and said he is a staunch believer of having it in the Manual. Joe

invited him to participate in the discussions in Charleston. All agreed it would be discussed in person in Charleston, and the DRBF's position would then be shared with the membership in a Forum article, a position paper on the website, and in the Manual.

Joe went on to say that they are finding the updates are small, and he is wondering if an update is necessary at this time. Ann said while some sections may not need much updating, the international section certainly needs updating and expanding. Romano agreed that section needs a lot of update and noted he is trying to scan and send FIDIC documents to show how things have changed.

Training: Steve reported that we have a signed agreement with Caltrans for 8 workshops by the end of the year. He said Roger Brown and Doug Holen are going to be doing training for Colorado DOT, in conjunction with AAA. Jim noted AAA has someone who attended a local meeting in the Northwest, and he feels they have a good understanding of how the process works, which is a positive step.

Other: Steve said if anyone has items they wish to be distributed in the Board packets for the next meeting, it needs to be sent to him by Friday, September 24. Steve will follow up with Jack Norton to finalize the agenda and guest list for the meeting.

The next meeting will be a face-to-face meeting in Charleston, SC on Friday, October 1, 2010 from 2:30-5:30 in the Pinckney Room of the Francis Marion Hotel.

Meeting Minutes submitted by Bill Baker and Ann McGough.