

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

October 1, 2010

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held in Charleston, SC at the Francis Marion Hotel on October 1, 2010 with the following participants: Romano Allione, Bill Baker, Jim Brady, Roger Brown, Jim Donaldson, Pete Douglass, Nicholas Gould, Volker Jurowich, Kerry Lawrence, Hal McKittrick, Dan Meyer, Jack Norton, Blase Reardon, and Joe Sperry. Deborah Mastin, Kathleen Harmon, Steve Fox and Ann McGough participated by invitation.

Introductions

Outgoing President Romano Allione gave an overview of his time as President, and said that he has created a notebook to pass on to incoming President Jack Norton. He said that Steve Fox has a copy of all the digital files for the documents that are included in the book, and they are available to any Board member who is interested.

Romano passed on to the Board a message from Gwyn Owen who sent his regrets that he was unable to attend the meeting due to a death in the family.

Romano turned over the meeting to the new President Jack Norton; Jack then introduced Roger Brown as the new President of Region 1 and Deborah Mastin, who was elected to serve as a member of the Region 1 Board.

Database

Dr. Kathleen Harmon gave a brief review of the recent effort to update the DRB Database. She noted the many problems that occurred with the cadet originally assigned to complete the project. She noted that the DRBF membership was very responsive to the request for information.

Kathleen reviewed the procedure she employed, noting the initial data review, standardization of names, removal of duplications, and the need to occasionally make a judgment call on what data was the most reliable. She noted some challenges, such as Caltrans projects are under-reported. Overall, she said she believes the database is about 90% accurate, and noted she'd like to get it to 100.

Kathleen said that although the original project was focused only on Region 1, she couldn't help but gather information in Region 2 as well. She reviewed data from other countries, and said she knows that some areas are significantly under-reported, some due to confidentiality.

The Board thanked Kathleen for her hard work on the project, and agreed with her plan to continue working on the database, which she estimated should be done by November. At that point, the database on the website will be updated with the new data. It was noted that Kathleen will write a report on the project for the Forum, in order to update the DRBF membership on her project. Romano Allione and Nicholas Gould agreed to provide Kathleen with contact

information to gather information on DB programs in Bulgaria, Romania and other areas in Region 2.

Finance & Administration

A financial report was distributed to all Board members prior to the meeting, and there were no questions for Treasurer Jim Donaldson.

Jim reported that he and Steve are working on the budget for 2011. They have asked the accounting firm to advise on recommendations for improving the process in light of the new regional structure, but he did not yet have anything from them to share with the Board. Steve reviewed the preliminary budget, noting in particular the reserves projections and the financial split between the regions. He said overall 2011 looks very similar to 2010, with some increases built in for some conferences or projects that are expected to be higher than last year.

Steve noted he would like to put a portion of the sponsor fees that are collected into the membership revenue section, since those sponsorships included membership in the DRBF for one or more company delegates. The Board approved of this change to his accounting practice.

Region 1 Report

Region 1 President Roger Brown reported that the Board met the night before to review plans for the coming year. One of the issues addressed is the on-going relationship with AAA. Roger said that Cathy Shanks of AAA had come to Charleston for the conference, and he invited her to join the Board meeting. After some discussion, they agreed to continue to try to work together in a way that is mutually beneficial to the two organizations, and that it would be done with a 'handshake' and no formal agreement drawn up. Dan Meyer offered to provide Roger with some insight into AAA that Dan learned from his tenure as DRBF President.

Roger reported that Doug Holen has agreed to take over the Training Committee, and Kerry Lawrence will chair the Annual Meeting Committee with support from Steve Goldblatt. The Board discussed possible meeting dates and holiday conflicts, and selected September 23-25, 2011 as the date for the next Annual Meeting and Region 1 Conference.

Training: Kerry Lawrence gave a brief overview of recent training workshops, including upcoming workshops scheduled for Caltrans and CDOT. He noted the Update workshop held the day before was very well received and that he thinks that program should be continued. Nicholas Gould noted they are considering offering a similar program in Sao Paolo.

Roger noted he would like to get all the training materials together, and to improve them with photos and graphics. Nicholas also offered to connect Doug with the Region 2 Training Committee Chair, Christopher Miers, so that they can coordinate a master database of training materials.

Marketing & Outreach: Committee Chair Blase Reardon said the committee is on track to spend their full budget by the end of 2010, which is being used to attend association meetings and make sales calls to government and owner agencies.

Roger said his goal for 2011 is to increase the number of users of the process, by:

1. Collecting information on upcoming projects
2. Targeting specific owners to meet with
3. Approaching organizations that owners belong to

He said that over the long term, he believes Region 1 should hire a part time marketing consultant who would take the lead and try to schedule the meetings. He is working on establishing a budget and funding for that position. He noted that this new approach would shift the Regional Reps into committee members who are focused on their market by project type, not location.

Roger said the person would not be the one making the presentation, but developing the prospect to get the initial meeting and then bringing in the appropriate people to ‘close the deal.’ Jack said he does think the DRBF needs a more business-like approach to some of its processes, and said that he believes we should be funding marketing and other programs that will help spread the process. Jim Donaldson agreed that there needs to be a more formal system for some of the administrative responsibilities. Volker cautioned not to move too far away from the non-profit focus. Jack said he agreed, that the idea is not to become a ‘for profit’ organization but to implement some solid practices to run it more like a business, with proper allocation of funds so that we have the proper amount in reserves and the proper funding of our programs.

Membership: There was some discussion of membership fees. Deborah Mastin said AAA does a good job of promoting their high quality panels, which requires members to keep up with continuing education. She suggested the Board consider two levels of membership, one a basic level and the other a professional level that requires routine continuing education. There was some discussion that only 20% of the members currently serve on Boards and perhaps they should be encouraged to pay a higher fee. It was agreed that while those members may be encouraged to join at one of the ‘metal’ levels of membership, they would not be forced to do so. Jim Donaldson noted he’d like to see the Grant Funding committee revived.

Region 2 Report

Region 2 President Nicholas Gould said the region is focused on spreading the process, building membership, and training. He noted the conferences held this year, in Istanbul and Romania, were very successful. He said they are also working on efforts to partner with other organizations, such as ICC and FIDIC. He said that the FIDIC relationship has been pretty good overall, and they are working out the issues that have arisen.

Nicholas noted two new directors were recently elected, Murray Armes and Alina Oprea, both from very active regions for the DRBF.

Nicholas noted that recently the Romanian Ministry announced they were abandoning FIDIC contracts, which is of concern because those contracts require the use of DBs. He said he thinks it won’t work, as no one will tender their contracts and funding comes from European banks which have DB rules. Dick Appuhn is working to secure appointments with the European Investment Bank to bring these developments to their attention and encourage their enforcement of the DB rules.

Nicholas gave an overview of the 2011 events schedule, including:

March – half day presentation to Ministry officials in Romania

April – Regional Conference in Vienna

May – International Conference in Sao Paolo

July – Introduction to DBs Program in UK

September – Regional Conference in Romania

November – Superconference in Brussels

Nicholas reported that Region 2 recently hosted a “Training of Trainers” workshop. There have been several requests for such training, particularly in places like Sri Lank and the Philippines which would benefit from local trainers.

Australia is anxious to develop into Region 3, and Nicholas noted there is a plan underway to transition all DRBA members into full paying members within three years time.

Lastly, Nicholas said he believes there is a lot of work to be done and the region is considering adding a part time administrative person based in Europe who would report to Ann McGough. Jack asked Nick to bring a formal proposal to the Executive Board at the next meeting, so that it can be considered and if approved integrated into the 2011 budget. Hal McKittrick noted that the 10 Year Plan always included the provision for additional administrative support in the regions.

Manual Committee

Bill Baker reported that the committee has been meeting on a regular basis, and they felt they received a lot of good input in the conference earlier that day and from the survey they sent to all members. He told the Board that the committee has been struggling with the issue of indemnification, which they feel is a sensitive issue that needs a serious review. It was also noted that the International Section needs to be substantially re-written, and Romano said that with the many variations (DAB, CDB, etc.) it will need to be a collaborative effort.

Brochure, Website & Forum

Ann McGough reported that the brochure had been reprinted and new copies were available for distribution at the conference. She encouraged each Board member to take a handful for their use, and noted that they are available for drop ship to anyone participating in a meeting or conference. She said that website design is being modified to match the brochure design, and showed the Board a copy of the new design on a screen. The Board told Ann to move forward with converting the entire DRBF website to the new design. Ann noted that Phase 2 of the project will be to update the text on the site, noting some sections are very out of date.

Ann also said that the next issue of the Forum is in November, and as always she welcomes input and story ideas for the newsletter.

The next meeting will be by conference call on Friday, November 19, 2010 at 12:00 EST.

Meeting Minutes submitted by Bill Baker and Ann McGough.