

# **Minutes of the Executive Committee Meeting of the DRBF Executive Board of Directors December 19, 2008**

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held by conference call on December 19, 2008 with the following participants: Romano Allione, Bill Baker, James Brady, Jim Donaldson, Volker Jurowich, Jack Norton, and Gwyn Owen. Kerry Lawrence, Jack Woolf, Steve Fox and Ann McGough participated by invitation. Blase Reardon joined the call at the end by invitation to report on his activities as Regional Representative Coordinator.

## **Financial Report**

Steve Fox gave an overview of the financial summary which had been distributed to all BOD members. Jim Donaldson reported that he and Steve had spent half a day meeting with the accountants and they are planning some changes to the reporting process which he hopes to have implemented by January. He noted they plan to run the corporate office as a cost center, and money to support the corporate office will come out of reserves. He said they will move the necessary funds into the reserves account to cover this expense. They hope to have the major budget changes implemented by the January Executive Committee meeting.

## **Membership**

Steve Fox reported that membership renewals are on track compared with this time last year, which he felt was a good sign considering the economic climate. There was some discussion of the membership article discussed at the last meeting. It was noted that Bill Baker has submitted the article to Ann McGough for publication in the February issue of the Forum. Ann noted she was awaiting the updated committee list from Jim Brady which will run with the article to encourage participation.

Jim Brady brought up a letter he recently received from a member indicating they did not intend to renew because membership has not brought increased opportunities to be appointed to a DRB. Jim Donaldson said the issue has existed since the beginning of the Foundation, and noted that Bill Baker's article addresses that subject and clarifies that you don't get DRB postings by joining the Foundation but by being involved. Several Board members concurred with this sentiment. Romano Allione noted that while he agrees, he thinks the main point of the letter is that the member did not feel he had access to training, and Steve said he thought the writer had signed up for the mentoring program but had not yet be paired up with a mentor. The discussion on the "good old boy" network continued, with Jack Woolf suggesting the DRBF create a policy to seek out others who are qualified when asked for recommendations. Gwyn Owen noted that the President's List offers a step in that direction. Kerry Lawrence raised the idea that the DRBF offers a public service model not a business model, and that the business end is a coincidental benefit and not the main purpose of participation in the organization. All agreed that self promotion is the main avenue for receiving a DRB appointment. Ann McGough agreed to distribute Bill Baker's article to all Excomm members for review and comment.

Jim Brady reported that he and Jack Woolf have had some discussion about where to look for new members, and said that he will have more on this issue at the next meeting. He encouraged anyone who has comments on the subject to contact him or Jack.

Jim Brady asked about the marketing materials which are available. Ann McGough agreed to email Jim a copy of the existing PowerPoint presentation. It was noted that Jim Haggins with WMATA has said that the DRBF is free to use his slide on their success with DRBs.

Romano Allione said that he, Gwyn Owen and Ann McGough will review the possibilities for distributing lists of upcoming projects and will provide a proposal at the next meeting.

## **Conferences**

**International/Region 2:** A “save the date” email has been distributed to all DRBF members and other “friends” of the organization. FIDIC will participate as a cosponsor of the workshop only. The committee is pursuing corporate sponsorships. Volker Jurowich asked about the Executive BOD meeting, and it was decided that the meeting would be held Friday night from 6 – 10 pm with dinner served. It was noted that the Region 2 Board may have a meeting on Sunday.

**Annual Meeting/Region 1:** Jack Norton gave a brief overview of the current plans, noting 6 speakers have been lined up and planning is underway for the other sessions. There was a brief discussion of an upcoming International Conference on Transportation Construction Management, the details of which had been previously forwarded to all Board members. Jack noted that there will be a DRB session given by Florida DOT, and he is trying to get involved in it. Ralph Ellis is also presenting a paper (not on DRBs) and said he doesn’t think the program is too international, more domestic. Kerry Lawrence noted that there is currently a fee to exhibit at this conference, but that as the event gets closer it may be worthwhile to see if the DRBF could get in for less in order to promote the Foundation to their participants.

Romano Allione noted that there is a senior executive from the Panama projects who should be contacted about attending both conferences. He agreed to provide the contact information to Ann McGough and Jim Brady.

Volker Jurowich told Jack Norton that he’d like to have a Region 1 report at the International Conference, preferably an owner rep who is a fan of DRBs. It would be during the first session, and would last about a half hour. Jim Haggins was suggested as a possible candidate. Jack agreed to give it some thought and follow up with Volker with some recommendations.

## **Workshops & Training**

It was reported that the Ohio training session was held recently. Kerry Lawrence said that Kurt Dettman is on the agenda to speak on DRBs at the ABA mid-year meeting. Kerry stated that in the agenda for this meeting, there was a note about the possibility of developing a refresher course. He said this has already been done and it is ready to be implemented. Jim Donaldson suggested the Foundation should do a better job formalizing the training requirement, suggesting that training be required every three years in order to stay on the President’s List. All agreed the Board needs to work towards enforcing the need to keep up with training. It was suggested that a requirement for the mentoring program could be to serve as a trainer. The committee discussed the possibility of offering a refresher course or a Chairing Workshop in conjunction with the International Conference, perhaps on Sunday afternoon.

## **President’s List**

Jack Woolf said that he felt a recent article in the Forum gave a subtle inference that being on the President’s List is a position of status. He noted it is a resource only and not a vanity position that

people should be promoting. He noted that the people who are on the list now need to be contacted to determine if they want to stay on it for another year. They will be contacted by letter, and must reply or they will be dropped from the list.

### **Regional Reps**

Regional Rep Coordinator Blase Reardon reported that he has created a list of expectations and sent letters to all existing reps. Out of 11, 8 responded; some were enthusiastic, 2 resigned (Bastianelli and Wheeler). There are several regions in need of representation, including the need for a 'superdelegate' in the DC area. Blase also reported that he felt the Northeast Regional Conference was considered a success and he'd like to see the template carried over into other areas, potentially in Atlanta for the Southeast region.

### **Bylaws**

Kerry Lawrence distributed a report on his progress revising the bylaws prior to the meeting, and he gave a brief overview to the committee. Everyone was supportive of proceeding as he proposed, using the ICC document as a model. Romano Allione agreed to forward some needed documents to Kerry to use as a template. Kerry indicated that he would draft the DRBF document and circulate it prior to the next call.

**The next meeting is scheduled for Friday, January 16, 2009 at 12 noon EST by Skype conference call. All participants are urged to install Skype prior to the call.**

Meeting Minutes submitted by Bill Baker and Ann McGough.