

**Minutes of the Executive Committee Meeting
of the DRBF Executive Board of Directors
December 18, 2009**

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held by conference call on December 18, 2009 with the following participants: Romano Allione, Bill Baker, Jim Donaldson, Volker Jurowich, Kerry Lawrence, and Jack Norton. Hal McKittrick, Steve Fox and Ann McGough participated by invitation.

Finance , Budget & Membership

Steve Fox gave an update on the revised insurance recommendations, saying he is considering increasing the insurance policy from \$1million to \$3million and adding internet coverage; the cost would be about \$900 more. He distributed membership and financial reports prior to the call, and noted all is in good shape for the end of the year.

Steve reported that membership renewals are on track compared to this time last year. He said he will send a renewal email reminder before the end of the year, and has a regular schedule of emails and rebilling notices for those who haven't renewed yet. Volker Jurowich suggested utilizing the country reps to chase membership renewals, especially in Region 2. It was noted this was particularly helpful last year.

Steve had submitted a proposal for a new staff person in the Seattle office, which he asked the Board to consider. The position would be part time and revenue neutral as it would allow Steve to work less hours per week. He said he has a qualified candidate for the position and he would like to move forward immediately. Steve clarified that he wouldn't retire for another 5 years, but having another person in the office has a number of advantages, including cross-training and more flexibility for the office to be manned when he is out. Bill Baker made a motion to support the proposal, and Volker seconded, Romano noted he is in favor but would like Jim Donaldson to interview the person as well, especially since this person may ultimately take over Steve's position. This idea was agreed by the Board and Steve was advised to move forward accordingly.

UK Chapter

Volker reported that although he has talked about the establishment of a UK Chapter with Murray Armes briefly, there is much more to discuss and they are scheduled to follow up on it in the coming year.

Affiliation Agreement

Romano Allione noted we have two documents that need finalization, and he has only received comments from Hal McKittrick. He recommended finalizing the documents for presentation to the Board by February or March. Romano noted he has asked Hal to assist, and will have Volker and Graeme Peck also on the committee.

Outreach

Region 1: Kerry Lawrence noted that he is making progress with the AAA committee, and referred the Board to the report he had distributed previously.

Region 2: Romano stated he has an initial table of future projects, but that it needs someone else to review and Volker agreed to do so (or find someone else to do it). Volker said he will comment on it and will also involve others for their input. He noted there is an effort underway to increase the numbers of Country Reps. actively promoting the DRBF. Volker also said there are reps interested in hosting regional conferences similar to the recent event in Bucharest, which aids outreach, and cited potential events in Vienna, Manila, Australia, Poland, and Dubai. Volker also reported on his recent presentation to the Beijing Arbitration Commission on behalf of the DRBF.

Database

Kerry Lawrence said he would like to revive the database project, noting the data is particularly useful for articles on the process. His idea is to use students, perhaps a master's candidate or similar, who would have the right skill level and motivation to pursue the work. Kathleen Harmon has offered to be the supervisor for a master's or doctoral student, and Kerry noted that Ralph Ellis and other professors can be approached to help identify candidates. He said he would be looking for someone who knows about databases and enough about DRBs to get useful research, and is also qualified to write an academic paper on it. He also said there would be some money required to fund the research, but it would be relatively inexpensive. Kerry received Board approval to put together a committee to investigate the possibility. Romano said he knows of an Assistant Professor who recently wrote a paper on DBs and offered to get Kerry connected. Volker said there could perhaps be a similar effort in Region 2..

Conference & Workshop Updates

Istanbul: Ann McGough gave an update on the planning for the conference. It does not appear that Turkish Airways will be the official airline, as they deferred to the Star Alliance program which requires 500 participants. She said that details are still to be confirmed for speakers and travel options, and she expects registration to open in January.

Manila: Volker reported that Salvador Castro is planning a training course in Manila at the end of June, for a maximum of 25-40 persons (with 1-2 trainers). He said they are checking with partner organizations in Manila. Ann said she had received a draft budget which she would forward to Volker and Steve.

Charleston: Ann reported that she did some brainstorming recently with Jim Brady, but said there is nothing firm to report at this time.

Miami: The Board had previously reviewed details on an opportunity to provide a speaker to a conference in Miami. Kerry gave a brief review of what the event hosts were looking for, and said he had recommended Gwyn Owen as a moderator. He is working with Gwyn to identify the rest of the panel, but it leaving it to Gwyn to finalize. The primary focus is South America, and so he also gave the organizer's Gilberto Vaz's contact info. Romano said Volker and Dick

Appuhn are also working in South America and should be considered. Volker said he tried to bring the employer from Ecuador to Houston and the trip was cancelled at the last minute. He asked Kerry if he should try to bring them to Miami, and Kerry agreed, stating he will forward the agenda to Volker.

Brazil: Volker reported that the first planning meeting is complete, and it will be co-chaired by Gilberto Vaz and Julio Bueno, who are in the process of identifying dates and building the planning committee.

Caltrans: Bill Baker said the recent Caltrans training is going great. He noted that we shouldn't expect to have one next year as it was so late this year; Caltrans will probably not look for another training until 2011. Steve noted he prepared the 2010 budget with that in mind.

Forum Website & Advertising

Ann asked all Board members to pass on to her any story ideas for 2010, noting case studies from completed projects or success stories from owners are particularly popular. As for advertising, she recommended offering conference sponsors only one ad in the Forum (not 2) so that there is only one set per issue, twice a year, and the Board agreed this sounded reasonable.

Ann said she has moved forward on establishing a DRBF account with Constant Contact to improve email communications in 2010.

The next meeting is scheduled for Friday, January 15, 2010 at 12 noon ET by Conference America conference call.

Meeting Minutes submitted by Ann McGough.