

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

**February 19, 2010**

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held by conference call on February 19, 2010 with the following participants: Romano Allione, Jim Donaldson, Kerry Lawrence and Jack Norton. Steve Fox and Ann McGough participated by invitation.

## **Finance & Administration Report**

The financial report was distributed prior to the meeting. Jim Donaldson reported the budget is off to a good start for the year. He said he met with Lori Jenkins, the candidate for the part time position. He found she has good qualifications and a good demeanor, and said he recommends the DRBF proceed with hiring her. Jim said he and Steve have created a detailed list of her responsibilities, including some new ideas for membership. The Board agreed unanimously with proceeding as recommended. Jim also reported that he has renewed the agreement with Ann McGough continuing her contract relationship, in accordance with the IRS guidelines.

Steve noted that the next report will show the budget breakdown by executive/region (35% to executive board, 65% to regional operating expense). This will be formalized in a memo to the Board members so that the breakdown is clear.

President Romano Allione noted he thinks the Board should determine a minimum level of reserves which should not be touched, and the remainder should be used by the Foundation to reach its goals, namely training and promotion of the process. He noted Europe is well covered with training providers, so he suggested that the focus should be on the main conferences and training in the regions where other providers won't go to help support expansion of the process.

## **Membership**

Steve Fox reported that membership is up slightly over this time last year, and noted he still has about 1/3 of renewals outstanding. He said one of the first things he will do with Lori is get her help on following up with renewals. Steve noted there has been some drop in members renewing at the platinum status, which he attributes to the down economy. He said CMC did renew at the platinum level in February, which will show up on the next report.

## **May Board Meeting - UK Chapter, etc.**

Romano said that Volker Jurowich has previously advised that he thinks it is not necessary to open a UK office for Region 2. Romano said he is not so sure; and would like to discuss it further at the face to face Board meeting in Istanbul. Jim Donaldson and Jack Norton said they hope to attend that meeting, and Kerry confirmed he is planning to be there. Ann raised the idea of changing the meeting time to the afternoon, allowing Board members to be free for dinner, and the Board agreed to meet from 2-6 Friday afternoon. Romano said invited guests will include Graham Easton and Graeme Peck, Hal McKittrick, Bob Rubin, and any other former DRBF Presidents in town for the conference. Romano said he will consolidate the responsibility chart and the Region affiliation agreement for distribution by end March and discussion at the meeting in Istanbul.

## **President Elect for Region 2**

The nomination procedures for Region 2 were distributed prior to the meeting. It was agreed that the procedure should be coordinated with both the Executive Board and Region 1. Ann clarified that the committee is a “nomination” committee, tasked with facilitating the process not selecting the candidates. Romano said he has a few concerns which he will discuss with Volker, and he encouraged Kerry and others to provide any additional thoughts on the procedures.

## **Outreach/Marketing Efforts**

**Region 1:** Ann reported that the outreach committee recently distributed a survey to the Region 1 membership, in an effort to identify synergies and speaking engagements with complimentary organizations. The response has been good to date, and the committee is reviewing the raw data.

**Region 2:** Romano said the president’s letter in the next Forum directs members to contact him or Blase Reardon for information on upcoming projects. The response will confirm or not the member’s interest.

## **Database Project**

Kerry Lawrence said an intern candidate has been identified, and Kathleen Harmon will be interviewing him. It appears he would work for one month in the summer (July or August), plus some academic time (writing a paper). Kerry said it would be appropriate for the DRBF to make a donation to their program. He expects to finalize the details in April.

There was some discussion of the survey format for the project, noting an online procedure would likely be easier to complete and thus drive a higher response rate. Steve asked that the form include a place for email address should something need clarification. Romano suggested it be kept simple, saying it is better to have some information than none at all.

## **Conference & Workshop Updates**

**Miami:** Kerry reported that all is in order. The event was promoted to the DRBF membership, and he received a nice thank you from AAA. Kerry said he thinks it is part of a positive, synergistic relationship.

**Texas:** Kerry reported that Deborah Mastin and Kurt Dettman will be speaking on a panel at an ABA Forum Committee on the Construction Industry event in Texas; Kerry will also be there.

**Training:** Kerry mentioned a number of upcoming events, including a workshop on March 12 in San Antonio and the June 4 Northwest Conference. He said he is looking at revamping the training for the Charleston conference, and he is talking with AAA about developing a program for their in-house people.

## **New Business**

Ann reported that a box has been added to the home page of the website, so that non-members can sign up to receive newsletters from the Foundation. She reported that four people signed up the first week.

**The next meeting is scheduled for Friday, March 19, 2010 at 12 noon ET by Conference America conference call.**

*Meeting Minutes submitted by Ann McGough.*