



# **The Dispute Resolution Board Foundation**

Fostering common-sense dispute resolution worldwide

## **Summary Minutes of the DRBF Board of Directors Meeting Friday, January 5, 2007**

A DRBF Board of Directors meeting was held by conference call on January 5, 2007 with the following participants: Romano Allione (V), William B. Baker(V), James J. Brady (V); Roger Brown (V), Peter M. Douglass (V), Jack Feller (V), Volker Jurowich (V), Kerry Lawrence (V), John Madden (V), Harold V. McKittrick (V), John Norton (V), Gwyn Owen (V), Marianne Ramey (V), Robert A. Rubin (V), P.E. Sperry, and Jack J. Woolf. Bernard Becq (V), Peter Chapman, Jim Donaldson (V), Daniel F. Meyer, and Robert J. Smith (V) were unable to participate. Larry Delmore, Steve Fox, and Ann McGough participated by invitation.

Note: (V) represents voting Board members.

### **Financial Report**

Steve Fox presented the financial report through December 31, 2006, which had been distributed to the Board just prior to the meeting. He noted the budget came in with a significant deficit. President Pete Douglass noted the organization is struggling financially, and the Board will need to make some hard decisions to keep the Foundation on track financially in 2007.

Jack Woolf noted the training and membership figures were off significantly from projections, indicating that part of the problem comes from errors in projections. He suggested rating the “sureness” of a workshop using percentages. It was noted that in the workshop report for 2007 submitted by Executive Director Larry Delmore, he does break the workshops down into the categories of confirmed, probable, and potentials.

President Pete Douglass noted that Executive Director Larry Delmore will be reporting on a weekly basis to the Executive Committee so that they can follow workshop projections closely and react as needed. He said he expects the reporting format to evolve over the course of the next few months.

Jack Woolf asked the Board to consider whether there is any kind of fundraising opportunities we are missing. Gwyn Owen suggested corporate sponsorship on a long term basis as a possible solution. Jack suggested the Board brainstorm on things that other organizations do that we could be doing too – the sale of logo items, an auction at the Annual Meeting, a contest, etc.

The subject of workshop accreditation was raised, and Larry Delmore assured the Board that he has already pursued accreditation for the workshops (CEU, CLU, etc.), with assistance from the Construction Industry Institute. Accreditation should be in place by mid-year, and is anticipated to make a significant difference in workshop attendance. It would also be an opportunity to increase the cost of the workshops.

### **Proposed 2007 Budget**

The proposed 2007 budget was distributed for review prior to the meeting, with some summary comments from President Pete Douglass. The budget was approved unanimously.



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## **Executive Director Report**

Larry Delmore was asked to give a brief recap of his written report which was distributed to the Board prior to the meeting. Larry noted some strong improvements in the use of DRBs by major users such as the City of San Francisco, and the anticipated in-house training in 2007 for Caltrans, San Francisco and Ohio. He also has a commitment from Bob Meade at AAA to offer workshops through their offices, thereby keeping the DRBF's costs low with increased net proceeds.

Larry said he gets a lot of emails from DRBF members, and he feels there is a lot of positive feeling in the membership base on the conferences and the regional representatives program, noting there is a Texas chapter in development.

Larry stated that if the *Forum* newsletter were converted to electronic distribution only, the DRBF could save as much as \$12,000 per year. Steve Fox reported some of the early results from a survey on this topic included with the membership renewal forms. After some discussion, it was agreed that shifting to electronic distribution of the *Forum* is something we should continue to pursue.

Larry expressed concern over two ethical problems that have recently arisen. Some discussion ensued about the difficulty in policing the membership, and the importance of continuing to educate everyone about issues of an ethical nature. It was agreed that a new chair should be selected to head the Professional Conduct committee, and any suggestions should be sent to President Pete Douglass.

John Madden reported that the regional representatives are being supplied with a "how to" kit which will be distributed in the next few weeks. Pete Douglass asked John to distribute a copy to the Board once he has completed his review of the kit, prior to distribution to the reps.

Pete Douglass noted that a large part of the DRB growth in the coming years is expected to come from the International arena, and the Board needs to make sure it is meeting those needs. Gwyn Owen noted that in particular, Malaysia and the Philippines are expected to grow rapidly and there is a big move to get DB recognition in that area. Gwyn agreed to summarize the opportunities and activities of the International arena and distribute it to the full Board.

***The Board of Directors Meeting went into closed session at 1:05.***

***Minutes submitted by Ann McGough***