

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

**June 19, 2009**

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held by conference call on June 19, 2009 with the following participants: Romano Allione, Bill Baker, Jim Brady, Jim Donaldson, Volker Jurowich, and Jack Norton. Kerry Lawrence, Blase Reardon, Jack Woolf, Steve Fox, and Ann McGough participated by invitation.

## **Conferences**

Volker Jurowich said the final report on London is not yet ready, noting overall it was considered a success and that he will provide a complete report at the next meeting, once all the financial details are completed. Volker said he has sent out an invitation for expressions of interest in hosting the International Conference in 2011.

Volker noted that in the minutes of the last meeting, it was stated that the Executive Board supported the decision to extend the term of the Region 2 President. Volker said the wording is not quite accurate, that the Executive Board approved a motion to extend the term of the entire Region 2 Board, not just the president. Ann said she will update the minutes accordingly. The question was raised whether this motion needs to be voted on by the full membership, but it was agreed that it did not because the membership would be voting on the new bylaws which will reference officer elections.

Jim Brady reported he and Ann McGough are reviewing properties in Charleston for the Annual Meeting in 2011.

## **Training**

Volker reported on the email going around about training in Region 2, which Board members have been copied on. He noted the Country Reps are asking about materials they can use for local training efforts. There are modules for Region 1 but none for Region 2 at this time. It is agreed that something needs to be developed, and many have expressed an interest in helping with that effort. Volker said he thinks the DRBF should consider compensating those who create the modules, citing a similar effort currently underway by FIDIC. He said he would like to see the first module ready to be presented at the International Conference in Istanbul. Volker said he will try to develop his ideas with a time schedule and budget to present at the next Executive Board meeting. He also asked those who may have ideas/input to send them to him. Romano suggested working with Kerry Lawrence for those areas that overlap, and Volker agreed noting Kerry would certainly be asked to serve on the subcommittee.

Ann suggested the work could also dovetail into an update of the international section of the DRBF Manual, which is often included in the workbook materials training workshops.

## **Marketing**

Jack Woolf noted the Regional Reps are chasing local opportunities, which are then fed to Jack for national pursuit when appropriate. He said we need to list the conferences we know about,

and then see if we get any volunteers to attend on behalf of the DRBF. It was agreed to list the upcoming conferences in Forum. Ann also suggested developing a mailing list of members in Region 1 and Region 2 who are interested in getting emails about the effort, and then sending emails that would be easy to reply to and be more timely, since the Forum is only distributed quarterly.

Jim Brady said he would like to see Training and Marketing budgets established for both regions. Steve Fox said he could break out marketing in the budget; but there needs to be some supervision over the expenditures. Jack Woolf said his committee would be certain to work within the parameters of the budget. Ann will organize a call with Jack Woolf, Blase Reardon, Jack Norton, Volker Jurowich and Paul Taggart to discuss needed marketing materials with a goal of bringing some ideas to the Board at the next meeting so that the Board can start looking at budgeting for this effort. Steve Fox noted that currently the marketing budget is about \$5000 and the regional budgets don't have an allocation for marketing.

### **Annual Meeting**

It was noted that sponsors for the annual meeting in Houston are coming in strong, with \$10,000 already in, another \$1,000 expected next week. Jim Brady said he has three companies that need invoicing, for a total of \$11,000+ more in sponsorship funds. It was noted that there appears to be a concern by some that making a profit on conferences and workshops may in some way jeopardize the DRBF's non-profit status. Jim Donaldson confirmed that it does not in any way affect the Foundation's status, nor does working in partnership with a for-profit.

Jack Norton reported in-house training at Kiewit will begin at least in one location starting in September, most likely in Atlanta. It would be for Kiewit personnel only. In addition, there will be an A&P and a Chairing workshop held in Houston in conjunction with the Annual Meeting. Kerry Lawrence noted the Caltrans workshops are currently on hold by executive order of the governor. The Colorado workshops are still on track.

Jim Brady noted he has had several strong recommendations for the Al Mathews Award, and noted if any Board members have input they should send it to him by June 30.

### **Bylaws**

Kerry said in revising the bylaws according to the discussions in London, it caused a change to the sustaining level which in effect requires Board of Directors membership to join at the \$1000 level, which was previously a \$500 minimum level. Most Board members agreed it would be best to retain the \$500 level, and Kerry agreed to update the bylaws accordingly and forward the latest version to all Board members.

### **Other Business**

Kerry noted he is working on a title for the CLE, which he hopes to have decided within the next week.

Jim Donaldson said he and Steve are working on a budget revision, which they'd like to discuss with Jim Brady prior to the next meeting.

Steve mentioned a decision needs to be made on the hotel contract for the Bucharest conference, citing some concerns he had raised about the terms in an email to the planning committee. Ann said she will tell Alina the contract won't be signed until the changes are made, and that that new version must be approved by Volker and sent by him to Steve in order to be signed and executed.

**The next meeting is scheduled for Friday, July 17, 2009 by Skype conference call.**

Meeting Minutes submitted by Ann McGough and Bill Baker.