

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

March 19, 2010

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

Finance & Administration Report

Steve sent a revised budget report to the Board members prior to the meeting, and reviewed the highlights during the call. He noted there is not much change to the projections this early in the year.

Steve reported that the new part time employee, Lori Jenkins, is doing well, but he said training is slower than he anticipated because of the level of detail he needs to review with her.

President Romano Allione stated that the reserve has reached substantial level, and he feels the Board needs to decide what it considers is the safe level for reserves so that the remainder can be used for operating expenses. Steve said he and Jim Donaldson discussed the issue and they agree that \$200,000 in reserves is an amount which would cover the DRBF expenses for a year, presuming no income were to come in.

Membership

Steve reported that membership is lagging by about 10 members over this time last year. He said Paul Taggart (Country Rep Coordinator) and Jack Norton (Florida Chapter) are making follow up calls and emails to lagging members in their regions. Steve also said he will be mailing membership information to the delegates who attended the recent training workshop in San Antonio, Texas, and offer them a \$50 discount if they join the DRBF. It was agreed this is a good promotional tool for following up with non-members who attend our events.

The Board discussed the membership rate for 'emerging nation' status. Currently, the rate is \$25 and they can only receive the newsletter in electronic format. There was a suggestion to raise the rate to \$50, or even \$100, with the option to receive the newsletter in print or electronic format. It was noted that previously the Board agreed that once a country becomes a member of the EU, they are no longer considered 'emerging nation' (as in Romania). No decision was made but the issue should be looked at prior to next year's renewal process, with options to be discussed at the October face to face meeting in Charleston.

Ann and Steve mentioned they intend to set up a system to make sure the membership, marketing and communication databases are merged together on a routine basis. The Board lauded the suggestion.

Region 2 Update

Volker Jurowich reported that there was a call for nominations for the Region 2 Board of Directors – President Elect position, and the nominations closed on 15 March. There were three nominees: Dick Appuhn, Alina Oprea, and Pratim Ghose. He said the Nominations Committee will put these candidates out to the membership. He said the official ballot would go out by the end of March. (Note: the ballot ended up with only two candidates, as the proposal for Alina Oprea was incomplete.)

Volker also said there has been some discussion among the Region 2 Board of adding an ‘ex officio’ position for a representative from FIDIC. This will be on the agenda to discuss in detail at the Board meeting in May. Volker noted the position could be a guest or advisor position, similar to the role some of the country reps currently have.

Romano said he recently learned FIDIC does not do in-house training, and he feels that may be an area where the DRBF can provide the service without any conflict with FIDIC.

Regarding the upcoming International Conference, Romano said that the Association of Contractors in Italy distributed the Istanbul flyer to their members, and asked if this is occurring in other places. Volker confirmed it is being promoted by some organizations in various regions.

Region 1 Update

Kerry Lawrence reported that the recent training in San Antonio had a lot of potential members from a wide variety of organizations and regions. He felt there was a lot of interest in DRBs from the delegates, noting for as much as ¾ of the attendees this was their first exposure to the DRB process. One of the participants asked about getting training credit for the workshop, and Kerry said he thinks we should issue a training certificate as the program covered most of the A&P curriculum.

Kerry reported a number of upcoming events this spring, including the ABA conference in Florida at the end of March and the ABA Forum Committee meeting in Texas in May, where he and Kurt Dettman will represent the DRBF.

Kerry will be doing a free webinar on April 13 with Deborah Mastin, Hugh Bell, and Christy Underwood (also a DRBF member) for the American Bar Assoc. He said the primary target is in-house lawyers for public agencies, and the presentation will cover partnering and DRBs.

Kerry also reported that Wisconsin DOT is implementing a DOT spec, and he told them we could distribute it to all DRBF members.

Database Project

Kerry said Kathleen Harmon has already begun working with the candidate for the project, and he will meet with them both next month. The employee will start in early June and work for one month. Kerry said he thinks Region 1 should be tackled first, then Region 2. Romano agreed with this strategy, noting some parameters need to be established to address the issue of ‘confidentiality’ which frequently occurs on multi-national projects.

Conference & Workshop Updates

Istanbul: Ann gave an update on registration figures to date, and noted that everything seems to be on track with the planning process.

Manila and Nepal: Volker reported that discussions are underway for these two training events, but there is nothing concrete to report at this time. He noted there is some fatigue among conference organizers, as it tends to be the same pool of people.

Ann noted there are two regional conferences planned for this spring, the **Northwest Regional** in Seattle and the **Bucharest Regional** in Romania. She is working with both of those committee chairs to get registration open and promotions underway.

Annual Meeting/Charleston: Jim Brady asked Board members to submit their input on favorite sessions from years past. Ann said she would pull the top topics from the evaluation forms that are submitted each year.

Recognition of 10 year membership: It was decided to acknowledge those who have been members for 10 years or more. The first recognition will be of Region 2 members, who will be recognized at the 10th Annual International Conference in Istanbul. Region 1 members will be recognized in Charleston. Ann and Steve are working together to prepare certificates and distribute DRBF lapel pins.

New Business

Brochure: Ann McGough reported on the general brochure redesign project. She said she would follow up with an email to all Board members explaining the procedure and showing the latest version. She urged all members to review it right away and provide the requested feedback, in order to keep the project on schedule.

Practices & Procedures Manual: Kerry noted that the DRBF Manual is due for an update, as the last was done three years ago. He said Steve Goldblatt has offered to work on the project. It was noted that Joe Sperry should be contacted, as he had the lead on the project previously. Ann suggested Gordon Jaynes and Dick Appuhn should be involved in the revisions to Section 4 – Multinational Practice as Gordon prepared the original text and much of the revisions would stem from the training materials already being done by Dick and his committee.

The next meeting is scheduled for Friday, April 16, 2010 at 12 noon ET by Conference America conference call.

Meeting Minutes submitted by Ann McGough.