

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

May 15, 2009

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held at the Radisson SAS in London on May 15, 2009 with the following participants: Romano Allione, Jim Brady, Volker Jurowich, Hal McKittrick, Jack Norton, Gwyn Owen, Bob Rubin, and Bob Smith. Kerry Lawrence, Steve Fox, and Ann McGough participated by invitation.

Financial Report

Steve Fox gave an overview of the financial report, which was distributed to the Board. He noted that membership figures are up in most categories, and complimented Paul Taggart's efforts to pursue renewals in Region 2. Overall, Steve said he projects 650-660 members for 2009.

There was some discussion of revision the Emerging Nation membership status, including the pros and cons of this category. It was agreed that the best path forward is to let the Region 2 Board discuss the issue, and then bring their recommendation to the Executive Board by the October Executive Board meeting.

Speaker's Bureau

Board President Jim Brady gave an overview of the general philosophy regarding the recent effort to establish a list of DRBF members willing and able to speak on behalf of the DRBF, and a list of potential opportunities to pursue. He reviewed the list provided by committee chair Jack Woolf, and encouraged the Board members to send any additional ideas on the issue to Ann McGough. It was noted that the next step will be to formalize the effort by placing a page about it on the DRBF website, promoting it in the Forum, etc. There was a suggestion to add FIDIC to the target list, as we need to maintain that relationship and make sure we are always considered for speaking engagements when appropriate. It was suggested that the committee should look at university owner's groups and university contractor's groups. It was noted that Rutgers recently received grant funding to create a 'best practices' report for highway construction. Ann McGough stated that the website needs to be updated and the library needs to be better organized and updated with additional tools to help speakers.

Jim Brady asked Hal McKittrick to make a list of engineering firms to see how we could get in to make presentations at their annual gatherings. It was also suggested that when someone speaks on behalf of the Foundation, they submit a report for the Forum about how it went, where the opportunities and challenges lie, etc.

International Workshops

There is a workshop planned in June in Thailand which is being done in partnership with ICC, and Jim Brady asked for some background regarding the event and organization of it. It was noted that the ICC has the money and local infrastructure to host the event, and the DRBF is simply providing a pro bono speaker, promotional support, and will take a small part of the revenue to use for local start up efforts. It was noted that ICC Paris has a strong interest in disputes and has recently had a change of leadership. The Board of Region 2 was charged with

further developing that relationship and identifying additional opportunities for joint promotional efforts. Gwyn Owen agreed to pass on the new ICC contact information to Volker Jurowich.

Region 2 Headquarters Proposal

William Buyse and Pierre Beckers were invited to join the meeting as they had a proposal to present to the Board for consideration. They read a copy of their proposal, which is attached to these minutes. The proposal is to have the Region 2 offices headquartered in Brussels, in a building owned by the Engineering Society. William noted they would be happy to have a Board representative visit the facility. By sharing the offices of the Engineering Society, the DRBF would have access to both support services and potential new membership. Kerry Lawrence raised the question of whether anyone would perceive bias by aligning with another group, and Pierre said he did not think so, noting 95% of the engineers are independent.

Romano said he sees the issues of the Region 2 location in two ways – 1, where to register the organization and 2. Where are facilities to meet. He said previously the Board has only discussed where to register and he sees no problem with registering in the UK as planned and then working with this group on the administrative side. It was noted that the proposal is for a working office. Pierre agreed to send a complete set of materials to Volker Jurowich, Jim Brady and Steve Fox for review. The Board agreed to take a serious look at the proposal and respond to them in some way.

Project Listings

Romano said the plan is to now post an article about the service in the Forum, focusing on one project (the first would be the Panama project). The list will be added to the website, and projects would be fed to regional reps on a regular basis (monthly or quarterly).

Gwyn Owen raised concern about the ability to do this effectively, noting that without a ‘maverick’ to stay with it, the list will fade. He also suggested it signals a shift in philosophy, as the list focuses on jobs which the Foundation says isn’t the core mission. He also said he worries about setting up a false hope about potential postings that will not be opened up to a call for recommendations.

Ann McGough said some agencies have published and RFQ in the Forum and wondered if it would be useful to pursue those agencies who are required to go through such a process and get them to use the Forum for those messages. Some members thought this was a good idea, although others noted those jobs still often go to the ‘closed circle’ of experienced members.

Bob Smith said he thinks the project listing concept is okay, but questions how effective we can be based on the competitive nature of the PRQ process and the reality that the big major projects are going to go to the smaller pool of experienced practitioners. Kerry Lawrence noted the DRBF follow a public service model not a business model and felt the Foundation should stay focused on that public service message.

Bob Rubin suggested member’s page for the Forum newsletter that focuses on short bits of useful information for members. There could be recurring article themes, such as ‘5 Questions with ___’ (with questions such as What did you do to get your first Board appointment, etc.) or

ask a retired member ‘when you worked for an owner, what did you look for when selecting Board members?’ with the response being 100 words or less. Other ideas proposed include Q&A with DRBF Leadership, Regional Reps, etc. This new member’s info page would also include a featured project from the project listing effort.

Conferences

It was reported that sponsorships for the London conference were strong, bringing in close to \$50,000 and the Houston conference is on track for \$20,000. Gwyn Owen said the hard work for these conferences should be applauded, especially considering the big jump for Houston event this year.

Ann McGough suggested that the organization needs to do a better job of centralizing a mailing list of ‘friends’ and ‘potential members’ who could/should be emailed about upcoming events. These contacts would be culled from other associations and past conference and workshop participants who may not be current members.

Volker Jurowich noted there is a lot of interest in hosting an International Conference in various regions, and those desires cannot always be met for the large conference but the local needs may be met with a regional conference. South America was discussed as a potential location for future conferences, but it may be approached from the regional perspective, perhaps a ‘Latin Cone’ conference. It was noted that Argentina and Peru have strong arbitration programs, and it may be necessary to evaluate the prospects for expanding the process first.

Bob Smith said he thinks these conferences all have a break-even point and it may be useful to look at the demographics of past events to determine the right mix of regional distribution of potential attendees as well as the ‘star power’ to draw people to the location.

Training

Region 1: Kerry Lawrence reported that Colorado DOT has pushed their training program to September, and the Navigant contract is still being looked at by Caltrans. In October, plans are to have 2 workshops, Administration & Practice and Chairing in the 2 days preceding the Annual Meeting. There will also be a CLE program hosted by Andrews Kurth, with promotional support from the Forum Committee and ABA. Outside expenses for this event will be minimal, such as catering. Kerry noted the DRBF will handle registrations through Cvent. If the program goes well, he hopes to expand the program to other regions.

Training Providers: Some Board members are concerned about commercial entities using DRBF members as their speakers for training workshops, and are concerned about DRBF materials being used by others.

Volker said that for international training, he feels the DRBF does more of a workshop model and not true training on how to operate a DB. He sees two choices: 1. Work with an outside provider; or 2. Empower internal people with support and materials to execute the training.

Gwyn noted that with the recent training workshop in Brussels, the DRBF did have control over the materials used, received some profit, and had no risk.

Kerry expressed support for having an organizer who handles all the logistics and gives the DRBF a flat fee per head. It was noted that there needs to be some consistency and standardization to the materials, and the idea of having an international version of the 'train the trainer' course was discussed.

Jim Brady asked Kerry to organize this effort with Gwyn Owen and Dick Appuhn, starting with ECV as the provider and offering a 'train the trainer' workshop in conjunction with the next International Conference in Istanbul.

Bylaws

Kerry Lawrence gave an overview of the latest version of the bylaw revisions, highlighting a few outstanding questions that needed to be addressed by the Board. Consensus was found on these issues, and a motion was passed to update the bylaws accordingly and send them to the membership for a vote.

Other Business

Ann McGough reported that there has been some interest in outside advertising in the Forum. She agreed to put together a rate card that could be sent to those who inquire, although at this time advertising will not be aggressively pursued.

The Executive Board expressed support for a plan to move the Region 2 President's transition to the date of the Region 2 (International) Conference in the spring, instead of at the Annual Meeting in the fall.

The next meeting is scheduled for Friday, June 19, 2009 by Skype conference call.

Meeting Minutes submitted by Ann McGough.