

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

**November 21, 2008**

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held by conference call on November 21, 2008 with the following participants: Romano Allione, Bill Baker, James Brady, Jim Donaldson, John Norton, Volker Jurowich. Kerry Lawrence, Steve Fox and Ann McGough participated by invitation.

## **Financial Report**

Steve Fox gave an overview of the financial summary which had been distributed to all BOD members. The reserves are in an interest earning money market account, and the Financial Committee may make a recommendation to move some of the money to another type of account sometime in 2009. Steve reported there has been discussion about increasing the cost of the Annual Meeting to \$300. He also noted that while membership notices go out in the next two months, incoming dues will apply to the budget starting in January. He also said that a separate budget for Region 2 will start in January.

## **Membership**

The first dues renewal notice will go out to 630 members at the end of November, and will include a cover letter from Jim Brady. Ann agreed to send Steve the names of the participants in the Northeast Regional Conference, as most were not yet DRBF members. Romano agreed to send Steve an updated list of the countries currently in the EU, for use in defining which members qualify for “Emerging Nation” status (those who are in the EU would not qualify). Volker agreed to send Steve a letter addressing the Emerging Nation status, including how to handle those who live in one region and work in another.

Jim Brady asked about the attrition rates, and it was generally agreed that for several years there has been a consistent pattern of losing roughly the same number of members as we gain each year. The primary reason for not renewing is they joined to get a DRB appointment. Bill Baker noted he had written an article several years ago (probably in 2000) about this issue, and he offered to update it and resubmit for publication in the Forum.

Romano Allione talked about an online listing of projects that might be a useful service for members, perhaps as a link from the DRBF website. He agreed to work with Gwyn Owen on the options and then send to Ann for distribution to all members. He noted this particular one may be most useful to Region 2, but that a similar site may be available within the U.S.

## **International Conference**

Volker reported that planning is well underway, and a ‘save the date’ email is expected to go to all DRBF members next week. He gave an overview of the basic logistics and agenda. He asked about the logistics for the Executive BOD meeting, which is scheduled to be held in conjunction with the meeting. The options are to have it either Thursday or Friday night. Jim Brady agreed to look at it and let Volker know. Volker asked the group for input on having a Region 1 speaker address the ‘binding’ issue. Jim Brady expressed support for both regions being active in each others conferences.

## **Workshops & Training**

Kerry Lawrence reported that Colorado DOT is moving forward, and he recently sent them a contract modeled off the ODOT contract. He expects them to offer 2-3 days of training, which would be a joint program also offered to contractors. Bill Baker reported that training in California continues to be on hold. He reported that there is an interim statewide DRB coordinator who is not expected to be particularly active. In addition, there continues to be a major budget problem in California. He did note that there is a possibility that as part of an economic stimulus package California may expand its highway program which is encouraging. He said he wouldn't expect any new information until after the first of the new year. He also reported that the San Francisco Water Dept. has expressed an interest in doing training, but they have not yet determined the scope of their desired training.

## **Bylaws**

Kerry Lawrence reported that he has worked on the bylaws revision some, but was sidetracked by a work project. Jim Brady asked him to have a draft out to the BOD members by the December meeting. He noted that he read the ICC version sent by Romano and there were some good ideas in their document that he would like to incorporate.

## **President's List**

Jim Brady reported that there have been some members who have asked to be reconsidered, and there have been a few new applications. He will be following up with Jack Woolf on the status of a review to be done by the end of the year.

## **Other Business**

Volker Jurowich reported that Marc Frilet has been proposed to take over as Country Representative for France, and the Region 2 Board agreed to waive the requirement to be a DRBF member for 2 years. This will proceed once Mr. Frilet joins the Foundation.

Jim Brady is planning to appoint a committee chair for the Membership and Marketing Committee. This group will focus on updating and reprinting the membership brochure, and on establishing a 'speakers bureau' list of speaking opportunities and potential speakers from within the DRBF.

Ann McGough gave a brief overview of the press release draft, and noted she would distribute it to all Board members with a copy of the media list. If members send her the name of a publication (regional, industry, or alumni) she will include it on the distribution.

Jim Brady agreed to review and edit the Board of Directors responsibility chart created by Romano for distribution to the entire BOD.

**The next meeting is scheduled for Friday, December 19, 2008 at 12 noon EST by Skype conference call. All participants are urged to install Skype prior to the call.**

Meeting Minutes submitted by Bill Baker and Ann McGough.