

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

November 20, 2009

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held by conference call on November 20, 2009 with the following participants: Romano Allione, Jim Brady, Jim Donaldson, Kerry Lawrence, and Jack Norton. Hal McKittrick, Steve Fox and Ann McGough participated by invitation.

Finance & Administration

Jim Donaldson reported that budget revisions underway for next year, noting he and Steve are trying to make sure there is appropriate allocation for marketing, and to make sure it accurately reflects regional needs (including a process for approvals). He said he hopes to present the new insurance recommendations at the December meeting so it can be finalized by the end of the year.

Budget

Steve Fox stated the insurance rider has been put in place to cover the International Conference, so that gap has been filled. Overall, budget projections look good towards the end of the year. He noted that with the Caltrans training back on for December, he tried to reflect that in the budget summary. He said he is holding back some funds to cover remaining expenses from the Bucharest and Caltrans events. He said he anticipates expenses for Region 2 to be a lot lower than originally projected because no office was set up this year.

Membership

Steve reported that membership for the year ended at 664, up from last year's figure of 629. He said there are 17 renewals in that will carry over into 2010. Steve said billings and renewals will go out over the next two weeks.

Table of Responsibilities

Romano noted that he asked the Board to submit comments on the Responsibility Chart he has circulated, and to date only Hal McKittrick has submitted some comments. He asked the others to please take a look so that it can be approved soon and used as the basis for the affiliation agreement and other items.

Region 3 Establishment

Romano reported there was a meeting this past week with the leadership of the Australasia chapter, and the minutes were distributed to all Board members. He noted they are currently looking towards 2012 as the launch of Region 3. Romano said the Board should think about the overall impact, as they currently have just 40 members and are hesitant to bring in members from the surrounding region.

Hal noted the hesitation about the surrounding region, and said he thinks it is okay to let them start with the group they have, and add the others down the road. Jim and Jack agreed that was their understanding from the call. Overall, the Board felt the plans look promising and that the target of 2012 is far enough off to work through the details and do it properly.

Outreach Marketing – Region 1

Kerry said he is focusing right now on developing a list of organizations that would be good allies (AAA, etc.) and identifying the right contact people to connect with in those organizations.

Jim Brady reported he has a meeting scheduled in the beginning of December in Charlotte with Blase Reardon, Jack Woolf, and Ann McGough. One of the goals is to draft a more detailed plan to make sure we don't miss opportunities or have opportunities fall through the cracks, such as pursuing speaking opportunities at other conference. He said Blase will have a report to submit to the Board before the next meeting. It was noted that Blase also continues to distribute information on potential projects in Region 1.

Outreach Marketing – Region 2

Romano reported that he has gotten some feedback on the Region 2 table of projects, and work is progressing.

Upcoming Events

Istanbul

Ann McGough gave a brief overview of the planning committee's activities. She said a flyer for the workshop and for the conference are being uploaded onto the website, and work is progressing on identifying speakers and sponsors. She said they have approached Turkish Airlines about being the official airline in exchange for discounted rates to the delegates, and hope to have news soon. Jim Brady said he visited the host hotel and recommended that when you book the hotel, it is best to request the back side of hotel above the 8th floor, which has a beautiful view of the water and shields you from the noise of Taksim Square below.

It was mentioned that there was a request in Bucharest to have a meeting specific to the different FIDIC conditions of contract. Romano agreed to send an email to Volker and Dick to explore the possibility of having such a meeting in Istanbul.

Ann was asked to send Steve Fox a copy of the Istanbul flyer to include in the membership renewals mailing.

Charleston

Jim Brady noted that the hotel tied down, and he has recently spoken with a couple of potential keynote speakers. At the meeting in Charlotte in December he plans to finalize the committee structure with input from Ann. He also noted he has some ideas for an overall theme he'd like to discuss with Kerry. Jim said he would like to have a law firm participate, maybe in the form of hosting a cocktail party on Friday night.

Manila

Romano reported there was a conference call meeting earlier in the week about the possibility of having a training workshop in Manila. Ann said the workshop would be after May, to allow Dick Appuhn ample time to prepare the materials (Modules 3 and 4), and administer Module 3 at the workshop in Istanbul. The next step is for Salvador Castro to put together a draft budget for Ann and Steve to review and comment on.

Miami Conference

Kerry reported that the American Arbitration Assn. is hosting an international dispute resolution conference in Miami in March, and has asked the DRBF to take a 75 minute block to talk about DRBs on the international scene. Kerry said the Foundation can choose what to include in terms of the program and speakers. He said he believes that while the topic is meant to cover the entire international scene, but that there will be a heavy focus on South America as the Miami location is likely to draw heavy participation from that area. It was noted that Volker has been working on a DRB program in Ecuador, and Romano and Gwyn Owen are serving on one in Chile. The Panama program and the DRBF representatives in Brazil were also noted as potential presenters.

Kerry noted he had emailed both Volker and Dick Appuhn, and he believes both would make good presenters based on their background knowledge. He has not heard back from either yet, and noted that he will need feedback soon as he will be meeting with AAA reps in Washington DC on Dec. 4. Jack suggested the DRBF should cover the airfare for anyone coming over from Europe for this kind of opportunity, and Romano agreed, saying he hopes the budget will make allowances for that in 2010.

Training

Kerry said there is the potential to have CLE courses in DC in March and in Charleston in Oct. He is also looking at other places like California, Colorado, Utah and North Carolina, places where there are already DRBs and may need training to expand those programs. Overall, he expects a similar number of training programs in 2010. Both Kerry and Steve noted that Caltrans is unlikely to repeat training next year.

Ann said that whenever training dates are finalized, she should be notified so that she can update the website and Forum calendars, noting the Foundation's calendar looks lean until those are added.

Forum, Advertising

Ann reported that the November issue of the Forum will be out soon, and the next issue is February. The deadline to submit information is the first week of January. She noted there are less advertisements in this issue of the newsletter as they are only from Houston sponsors. Romano suggested she send a proposal around before the next meeting so the Board can make a decision on how to handle advertising in 2010.

New Business

Ann reported that work is underway on the new brochure, and asked Board members to forward to her any photos or suggestions for good projects to feature. Romano suggested asking Jorge Quijano for a Panama project photo, and Ann agreed she would do so.

Kerry said that he would like to try to restart the database effort. He said it was previously done on a volunteer basis, which stopped in 2005. He proposes trying to find a student who would attack it as a project which could also be used as a paper. He noted he's not sure if it would only cover Region 1 or be a worldwide effort, but feels the data is important and worth trying to obtain. Jack Norton offered to ask Ralph Ellis if any of his graduate students might be

interested, and Romano indicated he has some contacts that may prove fruitful. The Board agreed it is worth exploring the potential cost and feasibility for this effort.

The next meeting is scheduled for Friday, December 18, 2009 at 12 noon ET by Skype conference call.

Meeting Minutes submitted by Ann McGough.