

**Minutes of the DRBF Board of Directors
Executive Committee Meeting
Friday, September 12, 2008**

An Executive Committee conference call was held at 12 noon EDT on Friday, September 12, 2008. Executive Committee participants included Jim Brady, Jim Donaldson, Pete Douglass, and Gwyn Owen. Steve Fox, Kerry Lawrence and Ann McGough participated as invited guests.

Financial Report

Prior to the meeting, Administrative Manager Steve Fox had distributed a summary of the budget to all Excomm members, noting there were no big surprises. Steve said the finances are in good shape overall, although the end of year projections are dependent on the Annual Meeting reaching its targets. The only potential big change for the remainder of the year would be if ODOT were to schedule a workshop.

Jim Donaldson reported that a financial budget has been drafted for the upcoming move to an Executive Board with two regions.

Gwyn Owen noted he participated in the shadow board meeting for Region 2. He recently forwarded the minutes from the meeting to Jim Brady for his reference. Gwyn said that there was one comment from Volker Jurowich that concerned him. Volker said he believes there is some risk to the budget that has been drafted for Region 2. Gwyn encouraged Volker to flag the risk so that it can be reflected in the Executive Board budget. Gwyn said that at this point, he is not sure about the nature of the risk, and Jim Donaldson said he did not know what it is either. The budget will be presented at the next Executive Board Meeting in October, and then modified if necessary and accepted by the November meeting. It was noted that there are a lot of “ifs” at this point in time that would effect the budget, for example whether an office is established this year, bank account, etc. Steve said that while there is a lot of guesswork in the Region 2 budget, they are doing their best to identify all expenses and also to be conservative about income projections.

Jim Donaldson noted he and Steve are also still working on a dues revision that will be presented to the Executive Board for consideration. The revision is primarily focused on re-defining the “emerging nation” status.

Gwyn also said that he suggested Region 2 have a shadow to work with Jim so that when they are ready to take over the Treasurer role, they have someone who has worked under Jim’s wing and is familiar with the Foundation’s ways. Gwyn suggested a learning curve of at least 12 months. Steve noted that person would also join the Finance Committee.

Discussion shifted to a recent request from Country Representative Salvadore Castro to open a bank account in the Phillippines to help with the DRBF events he runs in the region. After some discussion about the details of the request, concerns about liability,

and the approaches taken in other regions, the committee agreed that the subject would need to be discussed in depth at the next Executive Board meeting in DC. In the meantime, Gwyn agreed to inform Salvadore of the general direction of the discussions and the intent to establish a policy at the next meeting.

Annual Meeting

Pete Douglass reported a new development – keynote speaker Senator Webb is being called up by the Obama camp to stump for the campaign and as a result he had to withdraw as a speaker for the conference. Gwyn has asked Melanie Meilhac from ICC about the possibility of filling in, noting she is frequently in the US and is a firm supporter of the DRBF. By coincidence she wrote this week to inquire about how she can support the International Conference, and so he has asked her about the Annual Meeting but doesn't expect a reply until next week. Gwyn said he thinks she or one of her US based colleagues would be a good choice. Gwyn also asked about the possibility of approaching someone from Hatch Mott McDonald. Kerry said he is willing to approach them through his local contact. It was noted that one of their large infrastructure groups is based in the DC area. After some discussion about the best approach to take, it was agreed that Jim Brady will talk with Bob Rubin to try to identify a good speaker from Hatch Mott, to possibly be approached if the ICC falls through. Other ideas that were discussed include moving the lunch speaker to the keynote slot and not having a lunch address, a session on how to bring in new members to the DRBF, or the effect of a downturn in the economy on dispute resolution. Gwyn stated he would be happy to discuss the issue of drawing in new members, and is willing to draft a brief overview of the process that he can pull out at a moment's notice if needed.

Ann gave a report on registrations to date, noting there are 46 conference registrations, 55 dinner registrations, 4 for the A&P workshop and 5 for the Charing workshop. Pete reported there are several sponsors who have verbally agreed to support the conference financially, but he has not confirmed their levels and will be nailing down those details shortly. Gwyn noted the subject of sponsors should be added to the agenda for the Executive Board meeting, so that an overall approach to the process in the US and abroad can be developed.

Dublin Report

Gwyn said he had made contact with John Madden, who is suffering from a lung disorder which causes difficulty breathing and is expected to take several years to recover from. Gwyn has gathered all the information on what has been done up to now, and Volker has expressed interest in taking over the committee and appointing someone in Ireland. Gwyn said he hopes that between Jim Brady and Volker the problem will be resolved.

It was noted that in reviewing the materials to date, one thing that stood out is that the conference looks like it will be expensive, noting the average price of the hotel rooms may be normal for the UK members but high for those from other countries. Gwyn concluded that there should be a full report offered at the Executive Board meeting for the Board's consideration.

Workshops

Kerry said there are ongoing discussions with ODOT for in house training which could be scheduled before the end of the year, and also that Ernie Holt has been talking with San Francisco Public Utilities.

Gwyn said he feels there is an urgent need to push for a global training agreement that provides a revenue stream with no risk to the Foundation. Pete said he always hears that people want a “hands on” knowledgeable trainer, which Gwyn agreed is important internationally and could be resolved by approving DRBF trainers who would be able to work with the professional training organization. Jim Brady agreed to ask Dick Appuhn for a report to review at the Executive Board meeting in DC.

New Business

The Excomm was encouraged to submit any agenda items that need to be addressed at the Executive Board meeting in Washington, DC to Jim Brady. Gwyn noted that Hal McKittrick has asked for 15 minutes to present his look ahead at the 10 Year Plan. It was confirmed that past presidents are invited to attend the meeting as non-voting members. A question arose about inviting outside groups to present at the beginning of the meeting, and Gwyn stated that while this was done at the Cape Town meeting, it was an experiment and proved to be unnecessary. Anyone who wants to present to the Board should submit their proposal in writing prior to the meeting so that Board members can read it carefully in advance. Committees are also being asked to submit written reports by Sept. 24th which will be distributed in the Board packets.

Lastly, Gwyn Owen suggested bringing the remained printed copies of the DRBF Manual to sell in Washington.

The meeting concluded at 1:15 EDT. The next meeting will be of the Executive Board of Directors on Oct. 3, 2008 in Washington, DC.

Meeting minutes submitted by Ann McGough.