



Center for Job Order Contracting Excellence

Southwest Chapter Meeting Notes

March 3, 2010 (10:00 am) at 2111 E. Highland Ave, Suite 435

Attendees:

Barbara Hummell – City of Phoenix

Lynda Cull – Maricopa County

Lynn Welch – Jokake Construction

Mike Rivera – Currier Construction

Kimberly Morgan – City of Scottsdale

Tony Viola – Valley Rain Construction

Bill Jenkins – Centennial Contractors

Dewayne Craig – Arizona Repair Masons

Kurt Louvier – MGC Contractors

Mark Kinsey – Mohave Educational Services Co-Op

Mike Panter – MGC Contractors

Charlie Bowers – Parsons

Randy Gates – MGC Contractors

Gary Tibbits – Currier construction, Inc.

Clay Featherbay – Landscapes Unlimited

Russell Moore – Pierson Construction

1. **Introductions & opening remarks:** Kimberly Morgan chaired the meeting and delivered the opening remarks. She recapped the results of the last meeting and had everyone go around the table to introduce themselves.

2. **Approve minutes from 1/27/10 meeting:** Lynda Cull introduced a motion to approve the January 27, 2010 meeting notes “as written”. Dewayne Craig seconded the motion and the motion carried.

3. **Discuss Southwest Chapter “territory”:** Kimberly kicked off a group discussion about possible states to be included in the SW Chapter territory, leading to a roundtable discussion, producing a lot of good comments. The sentiment of the group seemed to be that we should not “spread our wings” too far outside Arizona for some defined period of time so we can have a chance to get the chapter off on the right foot.
 - a. Kimberly also let the attendees know that she and Charlie have been working on an informational survey that will be sent out soon and the survey will offer potential members an opportunity to give input on the topic of area represented by the SW chapter.
 - b. Several attendees expressed that we should make certain we focus on Arizona “first” as we grow the chapter, and the point was made that we should not exclude any potential members from the western U.S. area, but it was agreed that the focus should be on Arizona initially.

4. **Set up 2010 meeting schedule and locations for SW Chapter:** The group discussed the location, frequency and dates for our 2010 meetings. After some discussion, Dewayne Craig moved that the ***meetings be held on the 2nd Wednesday of every other month***, that we keep our current meeting location, and further that the ***2010 dates be May 12th, July 14th, September 8th and November 10th***.

Kimberly added to the motion that the meetings would be held from 10:30 AM to 12:00 PM.

Kurt Louvier seconded the motion and the motion carried. Charlie agreed that Parsons will pick up the nominal meeting room rent for the 2010 calendar year.

5. **National update:** Charlie summarized the outcome of the February 17th National CJE meeting, which was held in the Parsons' conference room in Phoenix from 7:30 AM to noon. There were 13 members in attendance for the meeting.
 - a. **February National CJE annual meeting;** Charlie also explained the formal structure of the national organization and reported the annual election results for 2010.
 - b. **CJE National election results;**
 - i. **Carol Greb of Harris County Department of Education** was elected as the 2010 **Industry Chairperson Elect** (3-year term)
 - ii. **Rich Barrick of Basic IDIQ** was elected to a 3-year term for **Board Member At Large**
 - iii. **Greg Smith of Jamail & Smith** was elected to a 2-year term as **Board Member At Large**
 - iv. **Clint Owings of the Gordian Group** was re-elected **Treasurer**
 - v. **Charlie Bowers of Parsons** was elected **Secretary**
 - c. **Schedule for 2010 National meetings and conference calls:** Charlie informed the attendees that the CJE National monthly conference calls are as follows; March 9th, April 6th and 7th (quarterly CJE National Board Meeting and special Board working session in Washington D.C.), May 5th, June 14th (quarterly CJE National Board meeting), July 13th, August 13th, September 14th, October 12th, and November 17th (quarterly CJE National Board meeting).

6. **Discuss membership categories and dues structure:**
 - a. The attendees held a general discussion about what each of us thought about the categories of membership and what the SW Chapter dues should be. There was a good exchange on this topic.
 - b. Charlie explained that the current plan is for the CJE National Board to work on chapter dues and structure guidelines at the 4/6 & 4/7 Board Meeting in Washington. Charlie will be attending the meeting and will bring the information back to the SW Chapter.

7. **Chapter focus survey:** Kimberly Morgan has been working on an information survey that will be sent out to all of those who attended the 1st and 2nd meetings of the SW Chapter. Kimberly went over the survey content and questions, and informed the attendees that the survey will serve as a feedback vehicle for information regarding chapter structure and dues input from the membership.

8. **Discuss Southwest Chapter growth and participation:** The group had a good discussion regarding how we might grow the chapter and get more members involved. The key ideas were as follows:
 - a. Lynn Welch suggested that we should solicit ideas from others that have started up local chapters for similar organizations, and she agreed to do some research in that regard.

- b. Lynda Cull suggested that we may be able to get a mailing list from Jacki Houchens at ASU/ACE from previous business contacts for CJE when it was hosted at ASU. Charlie will contact Jacki to obtain her mailing list.
 - c. Mark Kinsey suggested that we stay focused on Arizona issues and provide valuable information to local members so we can maintain local municipal members and keep them on board.
9. **Open discussion:** There were several issues discussed in the open issues category throughout the meeting as follows:
- a. Barbara Hummell suggested that we have an open forum at the May 12th meeting, inviting local Owners to explain how they run their JOC programs here in Arizona, and Charlie agreed to follow up on this.
 - b. The group agreed that we should all invite others to the SW Chapter meetings in the future to help the group grow in numbers and gain input from the industry.
 - c. The group agreed that we should have our future meetings from 10:30 AM to 12:00 noon.
10. **Adjournment:** Kimberly Morgan moved that we adjourn the meeting and Mark Kinsey seconded the motion. The motion carried and the meeting was adjourned at 12:00 noon.

Respectfully Submitted: Charlie Bowers, Co-Chair