



## **Center for Job Order Contracting Excellence**

### **Southwest Chapter Meeting Notes**

**May 12, 2010 (10:30 am)**

Parsons Office at 2111 E. Highland Ave, Suite 435

#### Attendees:

Lynda Cull ----- Maricopa County	Wendy Springborn ----- City of Tempe
Dwayne Craig -- AZ Repair Masons	Clay Featherby ----- Landscapes Unlimited
Kurt Louvier ---- MGC Contractors	Jennifer Moyzes ----- Landscapes Unlimited
Matt Goddard—MGC Contractors	Mike Panter ----- MGC Contractors
Russ Horton ---- Caliente Const.	Lynn Welch ----- Jokake Construction
Tony Viola ----- Valley Rain	Charlie Bowers ----- Parsons

Charlie opened the meeting at 10:30 and welcomed all the attendees. Kimberly Morgan was unable to attend due to illness in her family, so Charlie ran the meeting.

1. Charlie asked for a motion to approve the notes from the March 27<sup>th</sup> meeting as written. Lynda Cull so moved and Dewayne Craig seconded the motion. Motion carried, and the notes were approved as written. The notes are posted on the SW Chapter website.
2. **Charlie reported on National CJE Board Meeting 4/6 and 4/7/10 in Washington, DC, and recapped the action items from the meeting.** Most of the board meeting was dedicated to issues related to Regional Chapters and how they should be structured and operated as affiliates to the national organization.
3. **National update on chapter guidelines as outlined by the CJE Board of Directors:**
  - a. Regional chapter board structure shall be as follows: an Industry Chairperson, a Chapter Secretary, a Chapter Member at Large, an Immediate Past Chairperson and a Chairperson Elect. This would make the chapter board of directors a 5-person panel, with 3 board members required to represent a quorum in any business meetings.
  - b. Board recommended CJE Chapter Member categories and respective dues are as follows:
    - i. **National CJE Member: Same as National CJE** (national CJE members have automatic membership in the regional chapter of their choice). Dues cover 1 vote per member and 2 attendees at chapter level functions
    - ii. **Regional Chapter Contractor/Provider dues shall be \$300 per year.** Dues cover 1 chapter level vote and 2 attendees at chapter level functions

- iii. **Regional Chapter Owner Member dues shall be \$100 per year.** Dues cover 1 chapter level vote and 2 attendees at chapter level functions
  - iv. **Individual Member Dues shall be \$50 per year.** Due to the relatively low cost of individual membership dues, the board decided not to offer a student level membership at the Chapter level. Individual member dues cover 1 vote and 1 attendee at chapter level functions.
- c. **Board recommended chapter representation at the national CJE level** is to have one National CJE Member at Large position filled by a Regional Chapter Member at Large each year. The board decided that the 1<sup>st</sup> and 2nd year selections will be decided by lottery among the 3 regional chapters and in the subsequent years the selection will be made in a rotation among all the chapters.
4. Report on Southwest Chapter survey: The results of the SW Chapter survey were distributed to the attendees for review, and to help guide our thinking on decisions at the local level.
  5. Once the survey results were discussed, the group agreed that we restrict our SW Chapter territory to Arizona and New Mexico at the present time. The group also agreed that we should allow perspective members from other states (West of the Rockies) to join our SW Chapter as their home chapter if they so desire.
  6. The attendees discussed Southwest Chapter next steps, and it was agreed that we should go by the following general guidelines:
    - a. We should send out dues notices to perspective members in the SW Chapter who have participated in any of our meetings to date.
    - b. We should all become dues paying members prior to holding a chapter election and electing officers as outlined by the National Board of Directors.
    - c. Our next meeting is on July 14<sup>th</sup>, and we decided that we should attempt to get our dues notices out and also do our best to get them paid by then.
    - d. Lynda Cull made a motion that we hold SW Chapter general elections at our September meeting, and Wendy Springborn seconded the motion. The motion carried.
    - e. Tony Viola made a motion that we pro-rate our dues this year and let them cover ½ year in 2010 (July to December) and then run for the calendar year for next year. Kurt Louvier seconded the motion, and the motion carried.
  7. Charlie informed the group that our next SW Chapter meeting will be on July 14<sup>th</sup> at the same location & publish national meeting schedule.
  8. The group discussed the method of paying chapter dues. Charlie agreed to find out if the national organization has a credit card system for paying them and let the group know our options.

9. Charlie informed the group that CJE National will vote on whether to sponsor Wendy Springborn's trip to Boston in August to co-present a JOC Case Study for the City of Tempe at the National American Public Works Association Conference. **Footnote: the CJE board voted unanimously to sponsor Wend's trip and her conference registration via the CJE national scholarship fund.**
10. Charlie agreed to send out the national CJE meeting schedule and call-in numbers to our SW Chapter group so they may call-in and join the meeting if they so desire. See national CJE meeting dates that are attached to these meeting notes.
11. The group discussed the duties of each of our Chapter elected positions, and Charlie let the group know that the duties are outlined in the National By Laws, which are posted on the CJE website.
12. Lynda Cull moved that we adjourn the meeting and Wendy Springborn seconded the motion. The motion carried and the meeting was adjourned at 11:30 AM.

Respectfully submitted,

Charlie Bowers  
Interim Co-Chair, SW Chapter