

**CENTER FOR JOB ORDER CONTRACTING EXCELLENCE
ALLIANCE FOR CONSTRUCTION EXCELLENCE
BUSINESS MEETING**

May 4, 2004

Location: Tempe, Arizona

Attendees:

1. Gary Aller, ASU-ACE
2. Charlie Bowers, Centennial Enterprises
3. Al Cleveland, Estimating Systems
4. Ken Jayne, AIM
5. Dean Kashiwagi, ASU-PBSRG
6. Mike Ladino, Shughart, Thomson & Kilroy
7. Dan McCausland, Pinnacle One
8. Judy Myers, Kellogg, Brown & Root
9. Clint Owings, The Gordian Group
10. Pete Paul, TCPN
11. Dave Pinkerd, Jamail Construction
12. Ward Simpson, 3D International
13. Bill Sweetser, Centennial Enterprises

Meeting Minutes:

1. The meeting was called to order at 8:02 a.m. by Ken Jayne.
2. Ken asked for everyone to review the minutes from the February 5, 2004 Annual Business Meeting. Judy Myers moved to accept the minutes as presented. Charlie Bowers seconded the motion. There was no discussion or opposition. The motion passed.
3. Gary Aller presented the Financial Report
 - Balance \$26,045.85
 - Outstanding CJE Membership Invoices
 - Sentinel Industries, Jamail Construction and Roy Jorgensen Assoc.

Clint Owings moved to accept the Financial Report as presented. Judy Myers seconded the motion. There was no discussion or opposition. The motion passed.
4. Ken asked if there were any reports from committees. There were no updates to report.
5. The JOC Model Contract is posted on the ACE/CJE Website. The contract is more user friendly. Judy asked to discuss Section 11.7 of the contract, Bonds. There was discussion among the group as the meaning of the section. Bonding varies with each client/contract. A letter is required from the bonding company stating that they will bond up to capacity. The model contract is a “model” and can be changed. Dan McCausland asked if anyone had used the model contract. He has used it and had success with it. He suggested that feedback on the “usage” of the contract would be a good tool for the group.

Charlie Bowers moved to accept the JOC Model Contract as presented, w/typo changes. Pete Paul seconded the motion. There was discussion; Clint wanted to clarify Section 11.7. The last sentence of Section 11.7 would be deleted as Section 11.10 states the same thing. The motion for approval was then passed with the changes noted. Gary will post the corrected contract on the website.

There was then one more question asked about the contract, does the word “DRAFT” have to remain on the copy? When Gary has given this document out to someone, he discusses the project and their use of the document and then he emails them a copy of the contract. Gary and Mike both stated that the word “DRAFT” is a disclaimer. Mike Ladino will draft a “written” disclaimer and it will be added to the document along with the word “DRAFT”.

6. Clint asked that all past newsletters be posted on the website. He also had noticed something else that had been discussed at a prior meeting about the website, but could not recall what the item is that was to have been posted. Both Clint and Gary will review past meeting minutes.
7. Ken tabled discussion of the CJE Brochure.
8. Ken tabled discussion of the CJE Survey proposed by him. Clint will send a PDF copy of a recent survey used by Gordian Group to Jacki that she will send out to all members via email.
9. The Bylaws, which were revised at the May 3 Informal CJE meeting were then discussed and revisions were made. A definition of JOC was put together by the group and will be added to Bylaws. Charlie Bowers moved to accept the CJE Bylaws to govern the operations of CJE for the remainder of the calendar year. Pete Paul seconded the motion. There was discussion; Clint volunteered to oversee and invited others to oversee them with him. There was discussion that these Bylaws should be "Provisional" for the remainder of the calendar year. The motion for approval was then passed with the changes noted. Jacki will revise the Provisional Bylaws and email to the Members.
10. While rewriting the Provisional Bylaws, it was decided to remove the positions of Secretary and Treasurer. An ASU Representative will cover both of these Executive Committee positions. Gary Aller will be the ASU Representative for CJE. Dean Kashiwagi voiced that if he did not have to attend the entire Business Meeting that would be better for him, as what he can give to the group, Performance Based information, is not a big part of the CJE at this point in time. He time can better justify his time by just attending when the agenda should call for him to report to the group.
11. The Chapter Agreement was tabled by Ken to the next meeting. Judy asked where the Chapter Agreement came from; Tom Peeler provided it for the group. She does not think that it is realistic. Ken would like the group to review and comment on the Agreement and send these comments to Ken prior to the June 14 Conference Call.
12. Gary was asked to update the Strategic Plan for the group. Gary will re-word KRA 7.A.2. There was discussion of KRA 2, 4 and 7 Judy volunteered to provide models on performance based JOC's. Quantitative data is what is needed. Dean suggested that when measuring, the same criterion needs to be used and there needs to be a good use of resources. Be clear on the objective. Dean agreed to assist Judy as needed with these KRA's. Judy suggested that there be a Strategic Plan committee developed to facilitate the Plan. Gary and Judy will discuss and present their ideas to the CJE at the next meeting. Gary will update the Strategic Plan and Jacki will forward to all members.
13. The next Steering Committee Conference Call will take place on Monday, June 14 at 11:00 (Arizona time). Jacki will send out notices. Interim reports from committees are due at this time. Anyone who is interested in being a Member at Large, please notify Ken of your interest prior to the Conference Call.
14. Gary will publish all Newsletters and articles on the CJE website. Judy volunteered to write an article for publication in "School Construction News". Gary will post this to the website after it has been completed.
15. JOC seminars are scheduled for June 16 and November 5. Gary said that ACE will be taking a different direction with the seminars. Arizona runs JOC differently than other areas in the country. Ken would like to see ACE and CJE work closer together at the seminars. Would ACE consider re-naming the JOC courses to "Arizona JOC" to avoid confusion since Mohave is not a classic JOC? Possibility of adding the topic "JOC Practices" to the course and have someone from CJE sit on a panel at the course. Gary mentioned that ACE's upcoming JOC programs will be horizontal.
16. The next meetings will be held in August and November. The group would like to hold the meeting in a different location. Please send suggestions to Ken. The August meeting date has not been set. The November meeting will be held on Wednesday, November 3 in Tempe, Arizona. This meeting will be all day and all CJE Members will be invited to attend.
17. Clint Owings moved to adjourn the meeting and Charlie Bowers seconded the motion. The meeting was adjourned at 11:00 a.m.