

**Center for Job Order Contracting Excellence
Steering Committee Conference Call
Monday, June 14, 2004**

In Attendance: Ken Jayne Clint Owings Charlie Bowers
Judy Myers Rich Barrick David Pinkerd
Tom Peeler

Agenda:

- I. Welcome Attendees
- II. Review of May 4 Business Minutes and May 28 Email minutes
- III. Board Make-up, duties and Responsibilities
- IV. August Business Meeting and Training – Host and Location
- V. Owner's Guide for JOC Implementation
- VI. Old/New Business
- VII. Adjourn

Tom Peeler initiated the start of the Conference Call meeting at 11:04 a.m., as Ken Jayne had not yet dialed in. Those in attendance identified themselves and the meeting began.

All in attendance had been notified that the minutes from the May 4 Business Meeting and the May 28 Email meeting had been posted to the CJE webpage. Tom asked if everyone had the chance to review. There were no questions or comment and Tom said that the minutes would be voted on and approved at the August Business meeting. Tom mentioned that historically the election of officers took place in February, but it should be moved to November since terms begin in January. This item will be discussed at the August Business meeting.

Item 3 on the agenda was tabled as Ken had not yet joined the call.

The next CJE Business meeting is scheduled for August. At the May meeting, it was discussed that the group would like to hold the meeting outside of Arizona (due to the warm weather). Judy Myers volunteered to host the August meeting at KBR offices. The group felt like it would be too difficult to try to put together a training session for the August meeting. Discussion of the Training session will be discussed at the August meeting. Those in attendance discussed various dates when the meeting could be held; it was decided to place it on the calendar for Wednesday, August 11. The meeting will begin at 7:30 with breakfast and conclude at noon.

Ken joined the call at 11:12. He explained that he had been caught up in traffic. He was brought current with the discussion of the group. Ken was in agreement with the August Business meeting. Ken agreed with the meeting times and suggested that lunch be optional after the conclusion of the meeting. All were in agreement. Judy will send meeting location details to Jacki and she will email them to the group.

Ken discussed briefly that he had asked Bill Kolster to become a Member at Large of the CJE Board. Bill had not yet replied to Ken's request. If anyone knows of an owner who they would like to nominate to be a member at large of the Board, please email Ken with those names.

Gary Aller had suggested that there is a need for an Owner's Guide for JOC Implementation. Ken asked the group if there was a template available from Gordian Group, Centennial or KBR. There is not a "general" JOC Project Procedure Manual available. Charlie Bowers offered to work on this manual. Understanding JOC is key. There is a lot of confusion in various states. An Action Item was placed on everyone to send ideas to the entire group prior to the August meeting. These ideas will be developed further at the August meeting and finalized at the November 3 Business Meeting. The group would like Gary to give more direction to the group on the content of this manual.

The group asked Jacki to forward them all of the Steering Committee member email addresses. The email was sent to the group by 2:00 p.m. on June 14.

Ken mentioned that he was not noted in the May 28 email minutes as a part of the quorum. Jacki said she would verify and make any necessary changes and have the minutes reposted to the webpage.

Rich Barrick asked when the articles were due for the CJE Newsletter; the Newsletter dates area as follows:

June Newsletter	Editor-Rich Barrick
September Newsletter	Editor-Ken Jayne
December Newsletter	Editor-David Pinkerd

The newsletters should be completed and posted to the website by the month noted.

Ken mentioned that the email meeting seemed to work well for minor changes and should be used in the future for these items. Minutes will be put together and posted to the webpage.

There was no other business and Ken thanked everyone for participating in the call today and adjourned at 11:35 a.m.

Minutes by:
Jacki Houchens
ACE