

**Center for Job Order Contracting Excellence
Alliance for Construction Excellence
CJE Steering Committee Meeting
August 18th, 2003
Location: Tempe, Arizona**

Attendees:

1. Ed Baldwin, Centennial, Enterprises
2. Ron Crawford, 3DI
3. Ken Jayne, AIM
4. Rich Barrick, Basic Industries
5. Tom Peeler, Mohave Educational Services
6. Gary Aller, ASU-ACE

Not in Attendance:

1. David Pinkerd, Jamail – Business Reasons
2. Bill Sweetser, Centennial – Vacation

Meeting Minutes:

1. Meeting was called to order @ approximately 7:30am by Tom Peeler.
2. Review of meeting minutes from Feb. through July was made. A motion was made to accept them by Ken Jayne and seconded by Ed Baldwin. All present approved.
3. Gary Aller reviewed the current financial statement. A balance of \$20,390.70 is in the ASU Foundation. Gary stated that we are no longer receiving interest from the ASU Foundation due to policy changes and we would be operating on a straight cash balance.
4. Membership – A review was made of the new membership levels approved by the Steering Committee in July. The Steering Committee directed ACE to update the CJE brochure and post on website and print 200 copies to have available for upcoming conferences.
5. Rich Barrick stated that he would update his Strategic Plan KRA area for the next phone conference. A comment was made regarding the old PBSRG website and that it is still available on the web. ACE took an action to delete it. The Steering Committee would like to have www.cje.org listed as an ULR for the organization and that we register key words with the various search engines. Tom Peeler took an action to look into the URL and ACE will follow up.
 - a. We are on track to present at the ASBO annual conference. 11/1 – 11/4.
 - b. Mohave case study will be published in “School Business Affairs” instead of “Accents”. ACE and Tom Peeler have the action to prepare the article and publish by the September 1 cut off date.
6. There was a discussion of the Chapter Agreement, incorporation of affiliates and provision of documents to ASU. Insurance naming the AZ Board of Regents as additional insured. After initial review, Gary stated that ASU will want the indemnity paragraph expanded. There will be some form of disclaimer on the CJE

documents about ASU's responsibilities. There will be copyright on everything posted on the CJE website. The potential of obtaining a trade mark for the CJE logo was discussed.

7. The pilot Texas Chapter was discussed. David Pinkerd has control of the action to formulate the chapter. There has been two meeting, but other CJE member companies were not invited. The pilot effort in Texas is not meeting the Steering Committee's expectations after one year. David Pinkerd needs to provide the Steering Committee with an update. We will obtain the update status during the September 15th conference call.
8. Education efforts report by Ken Jayne. There is a need to duplicate Arizona efforts in other states, especially Washington State and Washington D.C. Texas will be running seminars on AJOC for the TCPN effort and as part of an overall outreach effort. Need to have some form of central clearing house of the information used for this effort and we need more people doing it. Ken will work with anyone wanting to do this. Program publications that carry the CJE logo need to be reviewed and approved by CJE before role out. Some form of disclaimer needs to be on all slides. Separation of CJE training publications from private marketing information is required. CJE will publish those documents with the help of Ken Jayne. Ken took an action to update the training information he has and provide it to ACE for distribution to the Steering Committee for approval and to publish the documents on the CJE website.
9. Review of the strategic plan. Updated plan is attached.
10. Everyone brings a new potential member to the October 14 meeting.
11. October 14 event will include a half day of owners talking about their JOC experience and lessons learned. Individual presentations and round table discussions. The afternoon will be a business meeting. Ed to pull the Speakers together and provide an agenda for the September conference call.
12. Annual conference (Conference Champion – Ken Jayne w/Ed Baldwin backup) with “Gold Mine” breakouts. Morning session will be JOC 101 and afternoon will be breakout sessions, up to four concurrent sessions.
9:00 – 10:30 am – JOC 101
10:45 – 12:00 – 2 – Break-Out Sessions w/4 subjects – Best Practices, Implementation; subjects Teamwork & Partnering, Upfront Contractor Involvement, Communication, Customer Satisfaction with a wrap up.
12:00 – 1:30 – Lunch – w/Speaker
1:45 – 3:00 – Gold Mines – Job Order Development; Scope Definition; Preparing, Estimating and negotiating of the job order (managing the contract); Non pre-priced items; proper QBS; Developing the coefficient (what's included and not)
3:00 – 3:15 – Wrap up
Ken Jayne took an action to contact Johnny Tate to see if we can still get Dr. Page as our keynote speaker. Ken will let us know by the end of the week. We will approach CEFPI, APPA as co-sponsors for the conference. We have the main ballroom at the ASU Memorial Union (for 300) and three break out rooms at this point in time.

The meeting adjourned at 1:30 pm.