

Center for Job Order Contracting Excellence
Alliance for Construction Excellence
CJE Business Meeting
October 14, 2003
Location: Tempe, Arizona

ATTENDANCE:

Present: Gary Aller, Ed Baldwin, Rich Barrick, Robert Coffee, Ron Crawford, Clint Owings, Bill Kolster, Tom Peeler, John Savicky, Paul Schreyer, Bill Sweetser. **Absent:** Ken Jayne and David Pinkerd **Guests:** Elizabeth Grauten and Judy Myer

CALL TO ORDER:

The meeting was called to order at 1:10 p.m. by Tom Peeler.

REVIEW OF MINUTES:

Rich Barrick moved to accept the minutes as presented. Ed Baldwin seconded. Motion was approved.

STRATEGIC PLAN: KRA's Review & Updates

KRA #1 – Rich Barrick will become Champion for NCMA since he is a member. Since no CJE member could be identified for ISM, AIA, AGC or League of Cities and Towns, it was decided to table obtaining Champions for those organizations. Gary and Tom completed the article for the “School of Business Affairs” for the December issue. Ron will get the 3DI Case Study to Gary by Oct. 15. No update on the Competing JOCs paper at this time. The Quarterly Newsletter is ongoing.

KRA #2 – Gary is continuing to work on the JOC delivery process proposal.

KRA #3 – Tom reported that the Membership Development Plan was emailed to the Steering Committee. Tom noted that today's morning session was well attended and suggested more such events. He will send a note to non members who attended today's morning session. Tom feels it is too early to do a formal membership drive. Gary directed members to tab 3 and 4 in today's meeting book to see the Membership Development Plan and the Membership Classification document. No update available on the Texas pilot program. The status is unknown at this time. Rich said he doesn't know if it is a lack of interest or a lack of effort in making progress with this program. This item will be discussed at the Annual Meeting.

KRA #4 – Gary spoke with Dean about the survey software available. Dean does not feel it is a valuable tool. The cost of the software is approximately \$1000. Dean's experience indicates that contractor involvement is the key to collecting data. It was decided to continue investigating software capabilities. Ed suggested that this issue may be one to table until the membership is larger. The matter will be discussed at the Annual Meeting. Gary informed the group that due to time constraints, Dean will only be available for performance based analysis issues at this time.

KRA #5 – Ken was not present. No update available. Tom asked the group to read the information sent by Ken earlier and provide comments as soon as possible. Everyone agreed that education is important to CJE.

KRA #6 – Bill S. reported that all but the last 2 items in this section have been finished. The last 2 items have been tabled.

KRS #7 – Gary reported that the Model Contract will be one of the Annual Meeting agenda items. Comments from the City of Phoenix have been received. Mike Ladino is looking at the conflict of interest clause. The rest of the items are tabled at this time

KRA #8 – Nothing outstanding at this time. Gary reviewed the financial reports in tab 2 of the meeting notebook. Oklahoma State may join as a result of today's meeting. Memberships are based on a calendar year.

PLANNING FOR ANNUAL CONFERENCE – FEB 4-5, 2004 AT ASU:

Ken Jayne is the Conference Champion and Ed Baldwin is backup. Speaker confirmations are needed before marketing can begin. Dr. Page has agreed to be the speaker if it fits in his schedule. Robert Coffee suggested Harry Mellon as a speaker since he is the inventor of JOC. If APPA agrees to be one of the sponsors, permission will be needed to use their logo. No changes were made to the education schedule listed in the minutes from the last meeting. Gold Mine leaders were determined:

Scope & Definition – Ed Baldwin

Preparing, Estimating & Negotiating Job Order – Robert Coffee

Developing the Coefficient – Ron Crawford

Non Pre-priced Items – Tom Peeler

Proper QBS – Bill Sweetser

The Gold Mine is a series of 15 minute table discussions. They should be high level and include resources. Breakout session leaders will be as follows:

Teamwork & Partnering – Bill Kolster

Upfront Contractor Involvement – Ron Crawford

Communication – Rich Barrick

Customer Satisfaction – Clint Owings

Ken Jayne will do the JOC 101 presentation.

Gary went over the timeline and reported that rooms at the Memorial Union have been reserved. Confirmed speakers are needed now and then brochures, flyers and other marketing can begin. In January speaker bios will be needed along with presentations, handouts and AV requirements. Gary will determine the registration deadline, but noted that the meeting will be held regardless of the registration number. All participants will be responsible for making hotel arrangements. Members were reminded that they should bring guests to the annual conference.

NEWSLETTER:

The draft newsletter was presented for comment. Several technical changes were noted: SABER needs to be defined in the Centennial article. The justification is

off in the CJE member section. The sentence below the CJE Officer title needs to be removed. The 3DI profile needs to be added. An owner testimonial is needed.

The newsletter assignments are as follows:

Spring (For Feb. Annual Meeting)

Editor: Ron Crawford

Theme: JOC Basics

Company profile: Basic Industries

Owner Profile: Loudoun County Unified School District

Summer (June)

Editor: Rich Barrick

Theme: Contracting Process

Company Profile: AIM

Owner Profile: Oklahoma State University

Fall (September)

Editor: Ken Jayne

Theme: Training & Education

Company Profile: Jamail Construction

Owner Profile: TBD

Winter (December)

Editor: David Pinkerd

Theme: Performance Results

Company Profile: TDB

Owner Profile: TBD

ANNUAL REPORT CONCERNS & ISSUES:

No concerns or issues were identified. Tom Peeler will send the summary to the membership.

CALENDAR REVIEW:

Steering Committee conference calls will be held on Nov. 17, Dec. 15, and Jan 12

OTHER BUSINESS:

Gary made a motion to add Clint Owings to the Steering Committee as an Ex-Officio member. Ron Crawford seconded the motion and it was approved. Clint accepted the appointment.

The meeting adjourned at 2:40 p.m.