

Center for Job Order Contracting Excellence
Alliance for Construction Excellence
CJE Annual Meeting
February 26th, 2003
Location: Tempe, Arizona

Attendees:

1. Robert Gair, RS Means
2. Clint Owings, The Gordian Group
3. Marco Spagnuolo, SDB, Inc.
4. Bill Sweetser, Centennial Enterprises
5. Ed Baldwin, Centennial, Enterprises
6. Dan McCausland, Pinnacle One
7. Mike Jorgenson, Ernst & Young
8. David Joiner, 3DI
9. Ron Crawford, 3DI
10. Mark Fleming, Corbins Electric
11. Tom Wallace, SWC
12. Gary Patton, SWC
13. Janell Weihs, CEFPI
14. Ken Jayne, AIM
15. David Pinkerd, Jamail Construction
16. Rich Barrick, Basic Industries
17. Tom Peeler, Mohave Educational Services
18. Gary Aller, ASU-ACE
19. Ziad Alsharmani, ASU-ACE

Meeting Minutes:

1. Meeting was called to order @ approximately 8am by Tom Peeler. Introductions were made. The CJE committees and members thanked Rich Barrick for being the Industry Chair for CJE in 2002. Rich Barrick informed the committee that he has changed professional career from Allied Surety (Bonding Industry) to Basic Industries (JOC Industry) as of 1/01/03. He is currently operating the government division in the firm implementing JOC delivery methods.
2. Tom Peeler (Current Industry Chair) requested final feedback on the October Meeting Minutes. The following comments were provided:
 - Item # 7 is missing “not” before “attend”
 - Item # 8, Clint Owings informed the committee that the Gordian Group JOC contract may not be the same “flavor” as the current CJE version, but he will provide the sample contract to the committee. It was agreed that the 3rd paragraph will be deleted from Item # 8
 - Motion to approve by Tom Peeler, second by Ken Jayne and the minutes were unanimously approved.

3. Tom Peeler inquired about the 2004 committee elections. Dave Pinkerd nominated Ken Jayne for 2004 Industry Chair. Bill Sweetser supported the nomination, informing the attendees that Ken Jayne is the driving energy for CJE since 1994. The nomination was approved unanimously. Tom Peeler indicated that Industry Chair must attend all annually meetings to ensure evolvement of the CJE programs.
4. Gary Aller provided the financial report status.
 - The current balance is \$20591.54.
 - RS Means received check is not included in the printed balance.
 - Brown & Root expressed interest to re-join CJE.
 - Page three of the detail sheet provides detail itemization of the financial report per the Gordian Group's request.
 - Tom Peeler requested that the outstanding invoices to be dropped.
 - Financial report was finalized and approved.
5. Tom Peeler provided the Membership Committee Update (detailed attachment is provided in Tab-3 in the meeting book. The following were discussed:
 - Develop Chapter Membership.
 - Relationship with national bureaus.
 - Are guidelines necessary for individual chapter membership?
 - Ken Jayne recommended that individual chapters should be left independent which will ensure the maximum number of individuals exposed to CJE efforts. A CJE member can be a sponsor to the chapter. By restraining the individual chapters, the CJE may lose efficient and crucial JOC talents. He also recommended that a sub-committee be formed to research this and propose to the steering committee next meeting.
 - Ed Baldwin & Ron Crawford both agreed that there should be a uniformity of information distribution. Concerns were made regarding the chapter's method of information distribution in a national world.
 - Tom Peeler advised the members to provide a chance to the chapters to be national, and obtain more industry exposure.
 - Clint Owings stated the necessity of a charter and having a link to any existing chapter which will eventually expand CJE JOC industry efforts.
 - Gary Aller indicated that CJE may lose ACE's "umbrella" by structuring individual chapters due to ASU/AZ risk management (insurances).
 - Tom Peeler finally requested the members to delay resolving "CJE-Chapter Structure" till next meeting.
 - Tom Peeler provided feedback on Target Market, Member Benefits, and Outreach (see attachment 1). The Target market needs to be developed as part of the CJE. Tom provided a sample source document for "Member Benefits" which was photocopied and distributed to all attendees. Training events are under the CJE "Auspices" which is under "Membership Benefits. Tom suggested that the website to be turned in to excellent quality of resources. Bill Sweetser and Ed Baldwin both agreed that all CJE members

must assist in producing website resources and it would be more practical to delegate committee assignments. Gary Aller presented the CJE-Web site status. The website has been updated and is current. Weekly updates to be made. All members' website feedback is welcome. Articles to be posted on the website, however due to magazine ownership of certain articles, CJE will not be able to publish all articles. Ken Jayne provided the following recommendations for the Outreach-Website Category:

- a. CJE Website to be divided in three main divisions (JOC Information, Education, Training).
 - b. Passwords should be created for the education and training divisions.
 - c. Post facilities' pictures on the website.
- Tom Peeler believes that CJE is not currently ready for a formal outreach membership drive.
 - Robert Gair & Mark Fleming were both concerned about delaying the development of the outreach drive. The steering committee will research and provide a national plan. All members are to provide Ziad Alsharmani (CJE - Coordinator) potential membership for resources. Ken Jayne suggested that the CJE logo to be utilized in all ACE publications, seminars and brochure.
6. Mark Spagnuolo stated that no reports were provided or filed to the Secretary of State office. Tom Peeler indicated that the report was filed but due to lack of JOC exposure at the secretary's office, it was probably miss-filed. Gary Aller stated that ACE has met with the secretary's office to standardize the reports. This is an effort of the APDM Task Force. ASU/ACE plans to develop an online form for filing that will be coordinated with the secretary's office.
 7. Ken Jayne (Education Committee) provided the committee feedback (see strategic planning attachment for specific details). If any of the members require any information on education, please contact Ken Jayne. The main guideline and rule in this committee is to expose JOC to as many potential users in the industry. There is a need for JOC case studies and successful projects to complete the education plan. Janet Weihs has contacts in NCEF that might be able to help CJE in its current education goals and efforts.
 8. David Pinkered provided the CJE-Texas Chapter Feedback. The following was discussed (for detailed feedback, see Texas Chapter handout under Tab-5):
 - There are lots of school districts in Texas interested in JOC and the chapter will be targeting those contacts for the next phase. The chapter obtained interest from various contacts at the K12 Mtg.
 - Due to school budget constraints, it will be hard for many contacts to enroll in the CJE-Texas - Chapter membership list.
 - Robert Gair shared with the attendees that he attended the SWT JOC Conference. There were 30 different facility owners and that there was a lot of interest in JOC delivery methods as well.
 - Dave Pinkered stated that the CJE/Texas Chapter is up and running (Username:cje-member, password:temp).

9. Tom Peeler does not perceive the benefit of holding quarterly meetings without evolving the membership. Ed Baldwin suggested the dissemination of CJE information through CEFPI seminars and programs events by acquiring a CJE-booth. Ed also volunteered for to be the lead for the program development and involvement efforts. Gary Aller requested Mike (Ernst & Young) to identify ways and arenas where CJE efforts can be expanded.

10. Gary Aller preceded with the strategic plan updates with 2003 goals & assignments: (See attached Strategic Plan for details and specifics). The following are new assignments and feedback:
 - Members will email articles and JOC information to be posted on the web on March 17, 2002 (1a.1.1). Gary Aller has a professional technical writer to edit the articles if required. Also, CEFPI is looking for JOC case studies for publication.
 - Identify new RFQ's & RFP's for web-posting.
 - Gary Aller and Janell Weihs to meet in the near future to develop a plan for the JOC/K12 market.
 - Monthly conference calls minutes to distribute to all members.
 - Mark Fleming to identify ASA point of contacts for CJE membership and networking.
 - Robert Gair to identify the APPA points of contacts.
 - Bill Sweetser to identify the AIA & ASBO point of contacts.
 - Gary Aller to assist Tom Peeler in completing the Mohave Case Study-National ASBO – “Accents”. (1a.1.1.3.5)
 - Ron Crawford to complete the 3DI case study for the summer steering committee meeting. (1.a.1.3.6)
 - Tom Peeler will finalize JOC article -AASBO “Edge” in May 2003. (1.a.1.3.7)
 - Ken Jayne to complete the position paper on competing JOC's on 7/30/03. Dr. Kashiwagi may not be able to do it. (1.a.1.3.4)
 - Ziad Alsharmani briefly presented the CJE newsletter. Comments and feedback were obtained and will be incorporated within the first draft. Final publication scheduled for March 3rd, 2003. (1.b1.1) It was recommended that future newsletter to include the following:
 - a. Goals & Objectives
 - b. Case Study
 - c. Members list
 - d. Calendar of events
 - e. JOC pictures
 - f. Member profile.
 - g. Trends and new JOC topics/issues.
 - h. One article of interest.
 - Item (1.b.2) (Clearing House) to be discussed in the steering committee summer meeting.

- Item 2.a.1 (Provide research benchmark data on JOC as a delivery process) will be revisited.
- Mark Fleming to develop a private market segment for JOC by 6/30/03. Article should address on why the private sector should consider JOC. (3.a.4)
- CJE will consider participating in CEFPI forums and acquiring informational booth at the meeting events. (5.b.1).
- Bill Sweetser expressed a concern on whether to publish list of states that do not utilize JOC on the web-site. It will be more successful to approach the owners who use different APDM's and clarify the JOC method to them. When, how to invest and setting the budgets are some of the issues to be discussed with potential identified facility owners. (6.a.1)
- Mike Ladino provided the feedback on the JOC model contract.
 - a. Bond Clause is not finished.
 - b. The contract needs to be consolidated to a smaller version.
 - c. The necessity of arbitration for CJE -JOC contracts.
 - d. Model forms for owners are different from that for contractors. He requires more feedback from CJE members to complete the review process.
 - e. Ed Baldwin recommended that the final version should be an owner driven contract.
 - f. Tom Peeler requested from all members to review the contract and send feedbacks (electronically to Gary Aller) on March 14th, 2003.
- Gary Aller explained the ASU/APDM certification effort that will be completed in fall 2004. CJE may utilize the certification program to evolve its educational goals and objectives, but a more elementary program is warranted.

11. Tom Peeler addressed the 2003/2004 calendar events:

- Dave Pinkered to finalize the Texas-Chapter seminar date in April and provide the chapter's review by March 3rd, 2003.
- Steering committee to hold a 2003 summer meeting
- Next quarterly meeting will be in the fall (2003)
- CJE annual meeting will be held on February 4th, 5th, 2004.

12. The 2004 CJE annual meeting will include the following efforts:

- JOC 101 – Procurement Process. Ed Baldwin to assist in this item.
- Target 300 attendees @ \$250 seminar fee.
- Sessions for owners. CJE to consider conducting an owner survey on how to better serve them in the JOC industry.
- Contact Rod Paige, Tom Kube, Ron Lucioni and George Williams for seminar/outreach industry support. Tom Peeler to assist in identifying the speakers.
- Revisit CJE goals and objectives.
- FAR competing JOC issue/resolution.
- Panel on JOC (Pro's & Con's)
- JOC Best Practices.

- Identify and obtain projects for CJE.
13. Tom Peeler thanked everyone for attending and the meeting adjourned @ approximately 4pm.