

**CENTER FOR JOB ORDER CONTRACTING EXCELLENCE
ALLIANCE FOR CONSTRUCTION EXCELLENCE
ANNUAL BUSINESS MEETING
FEBRUARY 5, 2004
Location: Tempe, Arizona**

Attendees:

1. Gary Aller, ASU-ACE
2. Ed Baldwin, Centennial Enterprises
3. Charlie Bowers, Centennial Enterprises
4. Al Cleveland, Estimating Systems
5. Robert Coffey, The Gordian Group
6. Ron Crawford, 3D International
7. Rich Farrag, KBR
8. Robert Gair, RS Means
9. Clint Owings, The Gordian Group
10. Ken Jayne, AIM
11. Pete Paul, TCPN
12. Tom Peeler, Mohave Educational Services
13. Dave Pinkerd, Jamail Construction
14. Bill Schaffer, WinEstimator
15. Bill Sweetser, Centennial Enterprises
16. Peter Volandes, Volmar Construction

Not in Attendance:

1. Rich Barrick, Basic Industries
2. Bill Kolster, Loudoun Co. Public Schools

Meeting Minutes:

1. The meeting was called to order at 8:05 a.m. by Tom Peeler. Introductions were made and new members welcomed.
2. Tom Peeler introduced Ken Jayne, the 2004 Industry Chair. Ken took charge of the meeting.
3. Tom Peeler moved to accept the minutes as presented. Clint Owings seconded the motion. The motion passed.
4. The nominations for the 2005 Industry Chair was moved to later in the meeting to accommodate late arrivals to the meeting. The following committee appointments were made:
 - Legislation** - Mike Ladino, Chair
Ed Baldwin and Bob Gair committee members
 - Education** – Ken Jayne, Chair
Charlie Bowers and Rich Farrag committee members
 - Membership** – Tom Peeler, Chair
Ron Crawford and Al Cleveland committee members
 - Practices & Selection** – Co Chairs Peter Volandes and Bob Gair
Rich Benson committee member, Gary Aller facilitator
 - Performance Based** – Gary Aller, facilitatorAll contractors will be committee members (contractors are to send contact name to Gary as soon as possible)

5. Goals & Objectives for 2004 was moved to this point in the agenda by the Chair. Ken suggested that the group return to working on setting up chapters 4 regions with a CJE member mentor. He recommends East Coast, Southern, Southwest and West Coast chapters. Some members feel it is necessary to have more CJE members in order to get the chapters started and others feel that setting up Chapters will increase membership. Gary pointed out that there are some legal requirements involved with setting up Chapters affiliated with ASU, that money is involved, that the attempt to set up a Chapter in Texas last year failed and the lessons learned have has yet to be determined. The discussion was tabled until later in the meeting.
6. Gary Aller presented the Annual Report
 - Tom Peeler's summary of 2003 was first in the report
 - Gary reviewed the financial report and a list of outstanding invoices for membership dues was read.
 - The current membership list was read.
 - The updated Strategic Plan was reviewed

KRA 1-Rich Barrick, sponsor

1.A.1.1 The member only section of the website has not been set up yet as there are some technical issues that need to be worked out. The information on the website is currently up to date. A web master is needed, but Gary is filling that role at this time. Ken would like to have someone work on getting "CJE" to come up faster or more efficiently when doing a search on the web. After a discussion that involved the value of search engines, it was decided to ask CJE members to put a link to the CJE website on their individual websites.

1.A.1.2 Alliances are as follows

NIGP – Tom Peeler, CSA – Ken Jayne,

AIS – Bob Gair,

AGC – Bob Gair,

APPA – Ed Baldwin and Bob Gair,

ASBO – Tom Peeler

Ed Baldwin volunteered to coordinate efforts to compile a speaker's list that will include who is willing to speak on what topics and what kind of lead time they need. Ed will get the information to Gary for the website.

It was suggested that emails be sent to Gary when anyone hears of a speaking opportunity. It was pointed out that some speaking engagements will involve costs that cannot be picked up by the speaker's organization. Ken asked if one of the contractors would be willing to support the CJE speaking effort as it is such an important opportunity for CJE. Gary said that he will put presentations on the website as he receives them.

1.A.1.3. No requests for articles are pending. Articles from 2003 are included in the Annual Report. Several members reported that they were currently working on some articles and/or interviews that involve JOC. Gary asked that releases be sent to him so that the articles can be included on the CJE website. Peter Volandes suggested that CJE try to get an article in ENR. After discussion regarding the difficulty in getting an article in the publication and a couple of suggestions of ways that might be accomplished, it was decided to add this task as an action item for 2004.

1.A.1.4 Position paper on competing JOC delivery orders. Ken Jayne volunteered to provide by September 30, 2004. Gary Aller mentioned having a "technical writer" available to assist Ken.

KRA 2 – Gary Aller, Sponsor

No action due to lack of funds

KRA 3 – Tom Peeler, Sponsor

3.A.2 Tom suggested that moving outside Arizona for training purposed would be a good way to expand CJE. It may be possible to identify key contracts for identified states and direct activities that way. Pete Paul volunteered to work with the membership committee to promote CJE membership in Texas.

3.A.3 Dave Pinkerd reported that the major stumbling block in getting the Houston Chapter started was in identifying a significant advantage to owners to join such a group. After much discussion that included such ideas as going through a “lessons learned” with the previous effort and developing “what’s in it for members” and maybe even a free corporate membership as an introduction to CJE, it was moved by Bill Sweetser and seconded by Al Cleveland to “untable” the Houston Pilot (local chapter) item in the Strategic Plan. The motion passed with The Gordian Group voting no. Pete Paul will take over sponsorship of this item. Bill Sweetser offered financial support in the effort. Bill Sweetser moved and Pete Paul seconded a motion to set up an Ad Hoc Committee to work on organizing a Texas Chapter. The motion passed. The Ad Hoc Committee will look at lessons learned from previous effort and develop a plan for proceeding with the new effort. Pete Paul volunteered to sponsor this item and to change the name to the “Texas Chapter” rather than the Houston Pilot. Members of the Ad Hoc Committee will be: Pete Paul (TCPN); Dave Pinkerd (Jamail); Rich Farrag (KBR); Patrick Eno (Centennial); and Rich Barrick (Basic Industries). Ken asked Dave Pinkerd and Rich Farrag to serve on the committee and plans to ask Rich Barrick as well. Pete was asked to have a report for the April conference call. Bill Sweetser offered to financially support the effort through reimbursement for meals.

3.B.1 – Tom Peeler Sponsor for 2003, nKey Jayne Sponsor for 2004

Tom will follow up on Feb 4th Annual Conference and nKey will follow up on the rest of the events/meetings for 2004.

KRA 4-New Sponsor Gary Aller

Ken Jayne said he wanted to renew the CJE effort of collecting performance data on JOC contractors. Bill Sweetser volunteered the efforts of a Centennial employee (to be named by Monday, February 9, 2004) who would work on the Performance Based Committee collecting feedback from customers on the performance of JOC contractors. With the new committee Gary will have a report at the May meeting.

KRA 5 –Ed Baldwin Sponsor

Ed feels the key to this item is growing chapters. Ken Jayne suggested that all presentations include the CJE Logo on the presentation and that copies of the presentation be sent to Gary for inclusion on the CJE website. Ken also suggested the development of a Case Study Library. Case studies can be sent to Gary. Ron Crawford pointed out that more thought needs to go into measuring costs, i.e., how far back should data collection begin. It was generally agreed that there

needs to be a standardization, but no agreement was reached on what the standardization should be. Gary suggested that this issue would be a good one for a research project. Perhaps a graduate student could be hired to take this project. Pete Paul moved to establish a Research Committee and Clint Owings seconded the motion. The motion passed. Ron Crawford will serve as chair. Gary Aller, Clint Owings, and Ed Baldwin volunteered to serve on the committee. Jim Ernzen, ASU DEWSC, will be asked to serve on the committee. The first task for the Committee will be to put together “elements” of costs and get the information out to CJE members.

KRA 6- Bill Sweetser Sponsor

Ongoing

KRA 7 – Gary Aller Sponsor

The updated Model Contract is on the website and included in the Annual Report. It was suggested to change the website to indicate “Model Documents” so that several model documents can be included in that area.

7.B.1 It was agreed that one element of the Practices and Procedures Manual – selecting JOC contractors through Qualifications Based Selection – would become an “A” priority. Bob Gair and Peter Volandes volunteered to co-chair the Practice and Selection Committee. Bill Sweetser would like to have QBS model documents on the website this year. Bill agreed to take responsibility for the QBS model documents item and said Rich Benson Benton, from Centennial, would work, with Bob and Peter on the model documents processes, to have a draft to the co-chairs by the middle of April 2004. The due date is the February 2005 Annual Meeting.

7.A.5 Delete (Steve Waite/Marty Lenick)

7.B.6 Delete

7. B.7 No new information

KRA 8 – Gary Aller Sponsor

Closed

The rest of the Strategic Plan contains completed items and actions taken.

Attachment 1 – Newsletter Schedule

Fall (September Newsletter)

Ken Jayne needs to find an owner to profile

Winter (December) The Gordian Group will be the company to profile and Dave Pinkerd will find an owner to profile.

- 2003 Newsletters are included in the Annual Report
- 2003 Articles are included in the Annual Report
- The updated Model Contract is the last item in the Annual Report

7. Industry Chair for 2005 Nominations

- Charlie Bowers was nominated by Ed Baldwin
- Clint Owings was nominated by Robert Coffey

After qualifications for each man nominated were presented and discussion about whether the chair should be an owner if possible, a secret ballot election took place. Charlie Bowers was elected.

After the election discussion continued as to the purpose of CJE which led to the next agenda item.

8. Goals and Objectives for 2004/2005

- Ken Jayne suggested returning to the Bylaws description of the Steering Committee in which the membership is limited to the past industry chair, the current industry chair, the newly elected industry chair, the ACE director and the Academic chair. Ken would eliminate ex officio members of the Steering Committee as he feels the group is too large with such members. He suggests a Past Chair Council to serve as an advisory group to the current industry chair. Tom Peeler pointed out that CJE members voted at previous meetings to allow the industry chair to include Ex Officio members on the Steering Committee and the following Ex Officio members were appointed – Ron Williams, Clint Owings and Bill Sweetser. Gary noted that no one has a copy of the Bylaws so this discussion should be tabled until everyone can review the Bylaws and consider Ken's suggestion about the Steering Committee. Ken asked everyone present to look for Bylaws and send whatever is found to Gary so that information can be distributed to members.

9. Calendar of Events for 2004-2005

- The conference call schedule is ok as presented
- Business meeting dates need to be changed, but the only date established was the May 4th for the next business meeting.
- Tom Peeler suggested that a Fall Educational Event be included in the schedule and offered to work on putting it together.

The meeting was adjourned at 11:40 a.m.

Linda Holland