

**CENTER FOR JOB ORDER CONTRACTING EXCELLENCE
ALLIANCE FOR CONSTRUCTION EXCELLENCE
ANNUAL BUSINESS MEETING
February 1, 2005
Arizona State University**

Attendees:

1. Gary Aller, ASU-ACE
2. Charlie Bowers, Centennial Enterprises
3. Ken Jayne, AIM
4. Rick Farrag, Kellogg, Brown & Root
5. Clint Owings, The Gordian Group
6. Carol Greb, TCPN
7. Ron Ecker, 3DI
8. Dave Pinkerd, Jamail Construction
9. Allen Henderson, Texas State University
10. Phil Vilardi, 3DI
11. Bill Sweetser, Centennial Enterprises
12. Rich Barrick, Basic Industries
13. Mike Ladino, Shughart, Thomson & Kilroy P.C.
14. David Carrithers, Centennial Contractors
15. William Kolster, Loudoun County Public Schools
16. Gary Schilling, Linco Contractors, LTD
17. Allan Cleveland, Estimating Systems, Inc.
18. Bob Gair, Reed Construction Data

Meeting Minutes:

1. The meeting was called to order by Ken Jayne at 8:00 a.m.
2. Introductions of the meeting attendees and welcome to new members.
3. **Minutes** – The minutes from the November Business Meeting and the January Steering Committee Conference Call were reviewed by the attendees. **A motion to approve both sets of minutes, as written, was made by Charlie Bowers. Seconded by Rick Farrag. No Opposition. The motion to approve the minutes passed.**
4. **Financials** – Gary reviewed the financials with the group. As of February 1, 2005, \$29,500.46 is in the CJE Account. Up to \$25K has been approved for the JOC Research Effort. \$5K has been approved for expenditures by the Executive Board. The outstanding balance for Richard Lutz will be covered by Centennial Contractors. Sentinel will not re-join CJE for 2004 or 2005. Corbins Electric will not re-join for 2005. Clyde will make correction to the column headings on the financial worksheet prior to the next meeting. **A motion to approve the Financial Statement for CJE was made by Clint Owings. Seconded by Charlie Bowers. No Opposition. The motion to approve the Financial Statement for CJE passed.**
5. **CJE Adopted Bylaws, Submitted 5/28/04 & CJE Board Expansion**– The Bylaws were reviewed and there was discussion on to make a change to Article I, Section 3, 2nd line and to add page numbers and adopted date will be added to each page of the Bylaws. The word “provisional” will be removed throughout the document. The group thanked Clint Owings for all of his hard work on the Bylaws. **A motion to approve the revised CJE Bylaws, after corrections/additions, was made by Charlie Bowers. Seconded by Bill Kolster. No opposition. The motion to approve the revised CJE Bylaws passed.** The Board for CJE, according to the Bylaws consists of the Industry Chair, Industry Chair Elect, Past Industry Chair, ASU Representative, 3 Members at Large, and Ex-Officios. The Ex-Officios do not have voting rights on the Board. There is one vote/member at meetings. There was a question as to whether Mike Ladino should be an Ex-Officio. Mike Ladino should be considered an Ex-Officio due to his knowledge and the fact that he counsels CJE. **A motion to approve Mike Ladino as an Ex-Officio was made by Bill Kolster. Seconded by Carol Greb. No opposition. The motion to**

add Mike Ladino as an Ex-Officio to the Executive Board was approved. Membership dues were discussed and the group looked at the Bylaws to verify voting rights by members and a change was put forth to clarify the issue of payment of annual dues and voting rights. Article II, Section 4 will be revised accordingly. Jacki Houchens will make the notated corrections to the Bylaws and Gary Aller will post to the CJE Website. **A motion to approve the amended Bylaws was made by Clint Owings. Seconded by Charlie Bowers. No opposition. The motion to approve the amended Bylaws passed.**

6. **Nominations and Resumes for 2005 Executive Board** – Individuals who were nominated for Executive Board positions submitted their resumes for review and they spoke briefly to the group on their vision for CJE.

2006 Industry Chair

Rick Farrag – KBR. Vision for CJE is to see the organization provide something to the user. More training provided for the user. Ask for expectations, need to go to the end user.

Clint Owings – Gordian Group. Clint agrees with Rick the CJE needs to provide something for the end user. There needs to be a benefit to being a CJE member. More documents need to be made available for the end user. A webpage is key to growth; number of hits can be measured, etc. CJE needs more owners to see growth.

The Election for 2006 was held by using written Ballots. The ballots were tabulated by Allen Henderson and Jacki Houchens. Ken Jayne announced that **Clint Owings will be the 2006 Industry Chair.**

2005 – 2007 CJE Members at Large

A motion to approve the tenure of the three (3) elected CJE Members at Large was made by Clint Owings...Tenure would be 1 year, 2 year and 3 year. Those that receive the most votes by written ballot would hold the 3 year term, those that receive the second most votes by written ballot would hold the 2 year term and those that receive the least votes by written ballot would hold the 1 year term. Seconded by Charlie Bowers. No opposition. The motion to approve the tenure for CJE Members at Large passed.

Rick Farrag – KBE. Vision for CJE was discussed under 2006 Industry Chair position. Rick also believes that there is value in CJE.

Bill Kolster – Loudoun County Public Schools. Bill has been using JOC for many years. CJE helped him to get into the business of JOC. From a user perspective, awareness is necessary. The visibility of CJE needs to be increased.

Carol Greb – TCPN. Carol is new in using JOC. Believes that a female perspective is a good thing for the industry.

Bob Gair – Reed Construction Data. Bob agrees that CJE needs to have more exposure in spreading the word about JOC. Feels that different avenues need to be explored. RS Means could help with the CJE Website, reference books, and direct mail marketing. CJE needs to walk before running. Education and involving municipalities are key to growth. CJE needs to strengthen all associations.

Ron Ecker – 3D International. Ron expressed excitement in being a part of something that is growing. Marketing is a big challenge. To bring experience from diverse markets into AZ and take the knowledge out to the end users and potential customer.

The Election for 2005-2008 Members at Large was held by using written Ballots. The ballots were tabulated by Allen Henderson and Jacki Houchens. Ken Jayne announced the winners as:

3 year term Member at Large – Bob Gair

2 year term Member at Large – Rick Farrag

1 year term Member at Large – Bill Kolster

Ken thanked everyone for their interest in the CJE Board positions and asked that those not elected and others to select a committee that they are interested in serving on for the next year.

Installation of Charlie Bowers as 2005 Industry Chair.

Gary Aller, “Do you Charlie Bowers, solemnly swear to uphold the goals, objectives and ideals of the Center for Job Order Contracting Excellence (CJE) and to faithfully perform the duties of the office to which you have been elected?”

Charlie Bowers, “I do.”

Installation of 2006 Industry Chair Elect and 3 Members at Large.

Charlie Bowers, “Do you Clint Owings, Bob Gair, Rick Farrag and Bill Kolster, solemnly swear to uphold the goals, objectives and ideals of the Center for Job Order Contracting Excellence (CJE) and to faithfully perform the duties of the office to which you have been elected?”

Clint Owings, Bob Gair, Rick Farrag and Bill Kolster, “I do.”

Congratulations and Pictures.

7. **Charlie Bowers – 2005 Industry Chair Goals & Objectives** – I look forward to an exciting year with CJE and JOC. During this next year I would like to
 - a. Complete and sanction a JOC cost study at ASU.
 - b. Establish and begin running regional training conferences. There are already four sessions that have been discussed; Virginia (Bill Sweetser, David Carrithers and Rick Farrag), Texas; (Ken Jayne), Washington State; (myself) and California; (ACE).
 - c. Leverage CJE’s relationship with CEFPI.
 - d. CJE become more visible and a leader in the industry.
 - e. Unselfish collaboration. There is a common cause of increasing the JOC pie. We are the same team with the same ideals.

Discussion: Allen Henderson said that some JOC Contractors leave a bad taste in the industry. How does CJE avoid this and is there any type of discipline for the JOC Contractors? Bill Sweetser responded that the Industry needs to police itself. The performance survey may be used again in the future. Be sure to check Owner’s references. Possibly have a private audit firm collect data and publish the results. The Owner would pay for this data. There needs to be certification of JOC. Charlie suggested that this be handled by the Performance Based Committee.

8. **Old Business**

- a. **JOC Research Effort:** Bill Sweetser advised that the process/results should be checked by a third party. The name of this agency should be listed at the front of the published results.
- b. **Speaker Database:** CEFPI has a speaker database. If you are speaking, be sure to get registered in this database.
- c. **Regional Conference Schedule:** Currently the following is scheduled for 2005; California – June 9 – 10 and Texas – September 7 – 9.
- d. **CJE Scholarship Fund:** This fund was created for payment to the CJE Annual Conference to help bring in more owners. Procedures need to be developed on the use of this fund. The fund is a marketing investment by various contractors. All members in CJE should try to donate to this fund. Gary Aller said that Clyde will add a line item to the CJE Financials that reflects the Scholarship Fund balance. Charlie asked the Education Committee work on fine-tuning the Scholarship fund and to prepare procedures for monitoring the fund. There was a suggestion made by Gary that CJE Members may give to this fund as a portion of their annual Membership dues.
- e. **CJE Newsletter Status/Schedule:**
 - i. **February 2005 – Editor – Ken Jayne**
 - ii. **June 2005 – Editor - _____**
 - iii. **October 2005 – Editor – David Carrithers**

Jacki will forward the last newsletter to the CJE membership for review.

9. **New Business**

- a. **Committees within CJE**
 - i. **Education** – Chair – Bob Gair
 - ii. **Membership/Benefits** – Chair – David Carrithers
 - iii. **Legislation** – Chair – Mike Ladino
 - iv. **Practice/Selection** – Chair – Gary Aller
 - v. **Performance Based** – Chair – Jim Ernzen , Charlie Bowers will speak to Dr. Ernzen about chairing this committee for CJE and working with Dean to make this topic more visible in the future. Charlie will report the status of this topic at the next meeting.

All committees are to report at the May 4, 2005 Quarterly Business Meeting.

- b. **2005 Meetings/2006 Annual Conference/Steering Committee Conference Calls**
 - i. **Wednesday, May 4** – Quarterly Business Meeting – 7:30 – 11:00 a.m. at Arizona State University

- ii. **Wednesday, August 10** – Quarterly Business Meeting – 7:30 – 11:00 a.m. at KBR in Arlington, VA.
 - iii. **Wednesday, November 2** – Quarterly Business Meeting – 7:30 – 11:00 a.m. at Arizona State University
 - iv. **Tuesday, January 31, 2006** – Annual Training Conference – 7:30 – 4:00 p.m. at Arizona State University
 - v. **Wednesday, February 1, 2006** – Annual Business Meeting – 7:30 – 11:00 a.m. at Arizona State University
 - vi. **2005 Steering Committee Conference Calls** – Second Monday of each Month, March 14, April 11, June 10, July 11, September 12, October 10 and December 12.
 - vii. **2006 Proposed Steering Committee Conference Calls:** January 9, March 13, April 10, June 12, July 10, September 11, October 9, and December 11.
10. **Other Business:** Mike Ladino thanked Ken Jayne for service, time and effort as he served as the Industry Chair for CJE for the past year.
11. **11:00 a.m. A motion to adjourn the 2005 CJE Annual Business Meeting was made by Mike Ladino. Seconded by Clint Owings. No opposition. The motion to adjourn the meeting was passed.**

Minutes prepared by Jacki Houchens, ACE.