

**CJE Board Meeting  
KBR Offices in Arlington, VA  
Wednesday, August 10, 2005**

*Meeting Notes*

**Attendees:**

Rick Farrag	Kellog Brown & Root
Carol Greb	The Cooperative Purchasing Network
Clint Owings	Gordian Group
Rich Barrick	Basic Industries
Ken Jayne	Applied Innovative Management
Aldon Jenkins	DMJM Management
Bill Kolster	Loudoun County Public Schools
David Carrithers	Centennial Contractors
Bob Gair	R.S. Means
Charlie Bowers	Centennial Contractors

**Welcome to KBR:** Rick Farrag welcomed everyone to Arlington and to KBR's new offices, which are located directly across Wilson Boulevard from their other location.

**Opening remarks:** Charlie Bowers called the meeting to order and welcomed everyone to the quarterly board meeting. He noted that we had a very good turnout for our "East" meeting and thanked everyone who traveled to Arlington for the meeting.

**Review approval of July 11, 2005 conference call minutes:** Charlie informed the attendees that he received unanimous approval from the board members on the minutes from our last conference call "as written" via e-mail vote in July, and he stated that the minutes will be posted to the website for the record.

**Review approval of funding for JOC survey by Greg Ohrn:** Charlie informed the attendees that he received unanimous approval from the board members to release the balance of the \$25,000 commitment for funding the JOC study by Greg and ASU via the same e-mail vote in July. He also reminded the group that we had approved an initial \$5,000 early this year at a quarterly meeting and this entry will serve to enter the approval into the Board Meeting records. (see further, detailed discussion on this topic later in these meeting notes)

**Committee reports:**

**Education:**

- Bob Gair reported that planning is going very well for the TCPN VIP Advantage Conference at South Padre Island, Texas on September 8<sup>th</sup> and 9<sup>th</sup>, and Ken reported that they have approximately 70 registrations so far. A discussion was held on the number of registrations, and the group felt this should lead to a respectable turnout for the conference. Ken also stated that he is still short several Power Point Presentations for courses at the conference. Charlie said he will contact Patrick Eno to confirm his part in the subcontracting segment of the conference.
- Ken reiterated that this conference will be a good "test" for our CJE curriculum on JOC and we all should try to hold up our end of the bargain in the training. He went on to say that result of this conference should be a solid Program of Instruction (POI) for the CJE JOC training sessions.
- As it turns out, most of the attendees will be present at the South Padre Island Conference, and Charlie stated that he will arrange for and coordinate the staff for a CJE trade show booth at there. TCPN has offered to provide a booth for CJE at no cost and Charlie has confirmed that we will accept the offer.
- The group talked at length about encouraging Owners to utilize CJE members to assist them with Bond Fund preparations, and it was agreed that this is a real good opportunity for us to have a positive impact on pre-planning for the use of JOC for these programs, especially in schools. This is a relatively new "impact area" and we all should follow up on any leads we get to help out with planning JOC into new bond programs.
- Ken and Charlie exchanged ideas about getting a case study put together on planning for the use of JOC in new bond programs and they will follow up on this topic to make sure we have at least one actual case written up for use by CJE.
- Ken reminded everyone that the CEFPI international conference will be in San Antonio in October, and Charlie said that Centennial will participate in it.

- Bob Gair informed everyone that R.S. Means will publish their JOC Manual this fall. He also said R.S. Means has three (3) public JOC training seminars scheduled for 2005: Omni-Austin, TX on 10/6 & 10/7/05; Hilton-Anaheim, CA on 10/12 & 10/13/05; and Radisson International Drive-Orlando, FL on 9/27 & 9/28/05.

### **Membership:**

- David reiterated that he has arranged URL's for CJE and the major standing committees so inquiries will go directly to the appropriate committee chairman's e-mail address. These URL's will be included in the re-draft of the brochure.
- David volunteered to do CJE information "kits" for all members that will include several items for handout to potential clients and members.
- David reported that the Northwest Consumer Construction Conference in Seattle, WA was a success and the attendance was good. He said he handed out a lot of CJE literature and talked to several potential members during the event.
- David and Bob informed the group the next NASFA Conference will be in Hawaii if anybody can make it.
- David said his two (2) main goals with membership will be: one, to define the real "value" that CJE provides to its members so folks will understand what we can do for them, and two, raise industry awareness about CJE and what we do for the JOC industry. This should help with our membership recruiting efforts.
- David also shared that he has received several calls from some private sector Owners inquiring about and showing interest in learning more about JOC.
- Charlie asked all those members present to consider putting a link to the CJE website on their corporate websites to provide more visibility, and all agreed they will investigate the possibility.
- Clint informed the attendees that a JOC presentation by Gus Lopez, Purchasing Director for the City of Miami Beach, won the "Best of the Best" award at the national NIGP conference in California recently and information should be released soon about the award. This is a very important/influential award, and it should help provide national recognition for JOC.
- *A motion was made by Clint Owings and seconded by Bill Kolster to authorize Charlie to award a free, one year membership to one lucky Owner attendee at the TCPN VIP Advantage Conference at South Padre Island in September. CJE will only need to fund the ASU portion of the first year's membership dues. The motion carried with a unanimous vote.*
- The group discussed utilizing a CJE scholarship arrangement for the first year dues for approved new Owner members, and it was agreed that this is both prudent and possible if approved by the board.
- Ken stated that a "JOC" search on the internet "rolls to the old CJE website" and the group believes that this is a temporary measure due to work on the new site. David Carrithers will check with Gary Aller to make sure this is taken care of ASAP.

**Other Standing Committees:** There were no other committee chairmen in attendance and therefore there were no other reports

### **Old Business:**

- **Status of JOC survey by Greg Ohrn:** Charlie lead a detailed discussion about the current status of the initial survey that is being authored by Greg with help from several CJE board members. The following were the major points of discussion:
  - The survey draft is nearly complete and it should be ready for "beta test" soon
  - The survey will be done in two parts: part one includes a series of questions regarding JOC delivery as compared to three other delivery methods; Design-Bid-Build, Design-Build and CM at Risk. Part two will be a collection of data on cost, scheduling and/or quality comparison information collected from initial survey respondents via a separate link contained at the end of the original survey
  - Greg and others are working on a mailing list, which shall reside at ASU with Belle Baysinger for confidentiality and the list will be provided by CJE members. The intent is to send the surveys, preferably via e-mail to people that have actually used the JOC delivery method in the past.
  - ASU has retained professional help from within their organization to handle the web-based initial survey in behalf of CJE to insure that it is done appropriately by acceptable, official survey standards.
  - Finally, it was agreed that the group needs an update from Gary Aller on the status of the study, what remains to be accomplished, by whom and at what relative cost. David Carrithers

and Charlie agreed to get with Gary to accomplish this task update soon to satisfy questions from CJE members. To be clear, there was no concern about the amount the survey will cost, but rather where we stand on the original deliverables and what the survey will tell us upon completion.

- **Update on regional training sessions:**
  - TCPN Advantage in South Padre Island, Texas: (see discussions detailed above in these meeting notes)
  - Northeast U.S. – fall 2005: David Carrithers and Rick Farrag informed the attendees that CCE and KBR will coordinate this conference together and let the board know as plans firm up.
- **Updated CJE Brochure**
  - David Carrithers reminded the group that he is working on the latest draft of the CJE brochure and he would like to have all comments back by 8/12/05 so he can finalize it.
- **Charlie reminded the attendees of next quarterly meeting in Tempe, AZ at ASU on November 2, 2005, and he agreed to get with Jacki to see if she can get a block of rooms set aside for this meeting and the annual conference in January 2006.**

#### **New Business:**

- **Next CJE Newsletter-due out in December 2005:**
  - David Carrithers will work on the newsletter and he will try to get the outline out soon for review by the board
  - David and Ken discussed the standard format and Charlie will write the President's Corner and coordinate with Janell at CEFPI to remind her about her column for the next newsletter
- **Status of "post card" for 2006 CJE Training Conference:**
  - Clint Owings handed out a draft of the post card and the group looked it over briefly.
  - Clint asked that the group get any comments back to him by the end of this week so he and Jacki can get it out to the mailing list soon.
- **Status of planning for 2006 CJE Training Conference:**
  - Clint Owings informed the group that he is planning to get Gus Lopez as a keynote speaker for the 2006 conference.
  - The group discussed more about the conference and it was agreed that we use the following outline:
    - Ice breaker on the night of the January 30
    - Full-day conference on the 31<sup>st</sup> which includes optional break-out sessions for the attendees and an Owner's panel discussion
    - Sit-down dinner provided for CJE members the night of the 31<sup>st</sup>, including new members who may join during/after the annual conference
    - CJE Annual Business Meeting on February 1<sup>st</sup>
- **Nomination and election of officers for 2006:**
  - Charlie reminded the attendees that we will hold nominations at the November 2<sup>nd</sup> business meeting, and that we will be electing a new Industry Chairman Elect for 2007 and one Member at Large for a 3-year term.
  - Ken reminded the group that he will head up the elections committee this year as an assigned duty of the immediate past Industry Chairman

#### **CJE/ACE Calendar: Charlie reminded the group of the following upcoming events**

- Conference Call Schedule: 9/12/05; 10/10/05; & 12/12/05 at 11:00 AM M.S.T.
- Quarterly meetings: 11/2/05 at ASU; 2/1/06 at ASU
- 2006 Conference: 1/31/06
- ASU JOC Seminars: 8/22/05; 9/21/05 & 10/13/05

**Adjournment: A motion to adjourn was made by Bill Kolster and seconded by Carol Greb. The motion carried unanimously and the meeting was adjourned by the Chairman at 11:10 AM.**