

CENTER FOR JOB ORDER CONTRACTING EXCELLENCE
ALLIANCE FOR CONSTRUCTION EXCELLENCE
Quarterly Business Meeting
August 21, 2007
Alexandria, VA

Attendees:

In-Person

David Carrithers, Centennial Contractors
Ken Jayne, AIM
Rick Farrag, KBR
Carol Greb, TCPN
David Pinkerd, Nouveau Technology
Rich Barrick, Basic Industries
Bob Gair, RS Means

By Phone

Ron Ecker, Parsons/ 3DI
Clint Owings, The Gordian Group
Mike Ladino, Valley Metro Rail
Andy Hicks, Alpha Building Corp

Meeting Minutes:

The meeting was called to order by David Carrithers, Industry Chair-Elect at 8:20AM Est.

Rick Farrag, acting as the meeting host welcomed everyone to KBR in Alexandria, VA.

1. Attendees introduced themselves and attendance was verified.
2. The minutes from the July 9th meeting were voted on and approved.
3. Committee Reports:
 - a) Financials – Dave Carrithers spoke in behalf of Gary Aller and reported that the CJE funds residing in an account managed by ASU are ready for distribution. The amount to be distributed is \$74,046.29 of which \$4,000.00 will be withheld by ASU for contingencies until December 31, 2007. The list of individual accounts was reviewed and it was agreed that each account would be called to inform them of the reason why the funds were being re-disbursed and asking that the check be signed over to the new independent CJE organization. Bob suggested that Dave C. send an email to all in attendance outlining the request, the mailing address to return the endorsed check, and the date when they might expect to see the check from ASU.
 - b) Education – Bob Gair submitted a written summary of the NASFA/NASCA Trade Show and Conference at Lake Tahoe in June. The write-up included observations from CJE members that attended the Conference, Ken, Mike, Joe Martin and Charlie Bowers.
 - c) Membership – Dave Carrithers had nothing new to report.

- d) Election – Clint Owings stated that there needs to be new by-laws in place. Ken agreed saying the Titles of the Board Members will be different. Ron noted that we should move sooner rather than later on this issue.
- e) Legislation – Mike Ladino was not on the call at this time.
- f) Other Committee Reports – There were none.

4. Old Business:

- a) Update on the National Survey – Ron Ecker reported that there was still no publishing date set, and that CJE is still expecting a final report. Dave noted that elements of the survey are included in the new web site, but it sure would be nice to have a complete and final document.
- b) Update on Texas – Dave Carrithers brought to everyone’s attention a provision in Design-Build legislation. At this point the provision appears to prohibit only the procurement of engineering & architectural services, and it was further noted that this is consistent with current practices. Ken stated that the provision does not change current legislation. Dave Pinkerd noted that from a business stand-point, it was best to work JOC programs at owner sites that already used other delivery methods, not to lead with JOC. Rich Barrick noted that Mark Wells was the first to discover this provision.
- c) Newsletter – Dave C. noted that Carol Greb is helping out with the next newsletter; Bob has contributed an article from the NASFA conference, and he is still looking for Ron’s article ‘from the Chair’. Other suggested articles could be on the new Washington State legislation and the ‘new’ CJE.

5. New Business

- a) Reminder - Next conference call will be on September 10, 1:00 PM EST, 12:00PM CST, 11:00AM Phoenix time (in the zone of your discretion).
- b) Presentations linked to Trade Shows – Everyone should be thinking about suggestions for the best opportunities for CJE in ‘08
- c) Other new business – Will be covered in the Planning discussion.

6. Planning

- a) Status - Setting up a standalone CJE. ASU priorities have changed and at the CJE membership strategic planning session in Dallas it was agreed to have a standalone organization, and CJE is moving toward that goal. Ron noted that a lot of good work has been done, but there is lots more to do.
- b) Web site – Dave reported that the new CJE web site is up and running and everyone was very complimentary on the look. ASU will set up a link and Gary Aller has positioned the leaving of CJE from ASU in a very positive manner. The comment has been that ASU provided strong support to CJE to help the association get up and running, now that CJE is a mature organization it was time for it to stand-alone.
- c) Legal – Mike Ladino contacted the firm of Nixon, Peabody to submit a proposal for services, the proposal was reviewed, and a subsequent

conference call was held with Mike, Ken, Ron, Clint and Dave in attendance. After a successful phone conversation regarding the proposal, it was decided to hire Nixon, Peabody. The recommendations from Nixon, Peabody for CJE are:

- Incorporate as an LLC, registered in the state of Delaware
 - Establish as a 501C6 Trade Association
 - Nixon, Peabody worked the services through their Rochester, NY office to keep the billing rate down
 - Nixon, Peabody will provide names of recommended CPA firms
 - After launch of the organization the high priority is to hire a CPA firm
- d) Update on functionality - Mike noted that the focus needs to be on defining the membership and what the organization will be to the industry.
- e) Financial / Funding – A committee was formed to review CPA firm candidates to include, Clint, Carol, Bob and Dave. The timing of the release of the CJE funds from ASU needs to be determined
- f) Strategic plan – Work on this will continue from the Dallas planning session, but the Legal and Financial pieces need to be in place.
- g) Organization roles and responsibilities will be different and need to be defined, as job descriptions within an organization. There is a clear leaning to be a national organization with regional chapters. How this will be best organized, perhaps through a University acting as an anchor are thoughts for future discussion.

h) Action items / next steps

Legal – 1 week review of Nixon, Peabody documents and provide comments to Dave. Dave will consolidate and return to Nixon, Peabody one week later.

Financial – Committee members will submit the names of any recommended firms, Nixon, Peabody will provide a list of recommendations, and the committee will select 2-3 firms requesting proposals. Complete this process in 4 weeks. Bob suggested that we show the anticipated revenue for '07 along with expenses for the CJE start-up so we have a truer budget picture; Clint added we show the anticipated revenue from dues in '08 for a more representative and better financial picture.

Bank – Need an account to Deposit Funds, Dave will follow-up on this.

Fund Raising Mechanisms – Ron suggested a committee be formed. Dave noted that this should be an extension of the strategic planning.

Ideas on an Annual Conference – ASU annual conference has runs its course, perhaps piggyback with other conferences.

Update the membership brochure

Other comments

Mike asked what the launch date for CJE was – reply January 1, 2008

Rick suggested that the officer's positions could be extended for 3 to 6 months.

Mike agreed that could be done with the stroke of a pen.

ACE will continue to support JOC and that Mike and Charlie Bowers continue to teach in support of ACE programs.

Dave shared some information from a PR firm to foster ideas in this area.

Dave will continue to have conference calls updating all on his activities.

Rick asked about the location of the next quarterly meeting. There were suggestions for an alternative to Phoenix. Mike noted that it might be appropriate to have a positive hand-off meeting at ASU; everyone seemed to be in agreement.

Bob Gair made a motion to adjourn the August 20, 2007 Quarterly Business Meeting, Dave Carrithers seconded. No opposition. The motion passed.

Dave adjourned the meeting at 11:00 a.m.