

CENTER FOR JOB ORDER CONTRACTING EXCELLENCE

ANNUAL BUSINESS MEETING

February 28, 2008

TCPN Offices / TASBO building
2538 S. Congress Avenue, 3rd floor
Austin, Texas 7874-5555
PH: 877-884-7695

Meeting Minutes

Continental Breakfast and Networking

7:30 a.m.

Attendees:

Allen Henderson – Independent
Greg Smith – Jamail & Smith
David Velarde – The Gordian Group
Clint Owings – The Gordian Group
David Pinkerd – Nouveau Construction
Bob Gair - RS Means
Dean Zajicek – Harris County Dept. of Education
Carol R Duval Greb – The Cooperative Purchasing Network (TCPN)
Ron Ecker – Parsons / 3Di
Gary Johnson – Tremco/ Weather Proofing Technologies
Paul Marshall – Applied Innovative Management
Rick Farrag – KBR
Rich Barrick – Basic IDIQ, Inc.
Bill Bryant – Applied Innovation Management
Nick Clayton - SKE International
Dave Carrithers – Centennial Contractors

Welcome to CJE – Ron Ecker

8:00 a.m.

Review, Discussion & Approval of Minutes – Ron Ecker

February 4, 2008 – Conference Call Minutes were approved, motion made to approve by David Carrithers, seconded by Bob Gair – no discussion, minutes unanimously approved.

**Review of Nominations and Resumes for 2008 Executive Board – Clint Owings
Election of 2008 Executive Board**

Present were thirteen voting members of CJE.

Position: Industry Chairman Elect (Three year commitment)

Bob Gair was the sole candidate for the Chairman Elect position. Bob stressed his support of the new CJE structure and felt that we have gained benefit by being separated from ASU to become more than a single regional entity. Stressed that Job Order Contracting is in service of infrastructure of public funded entities and believes there is great demand nationally for JOC. The need for CJE to bring the message to where it is being used and to the different segments (education, municipalities, states, etc.) can best be accomplished through local

chapters, along with national efforts. Supports the target of three regional chapters in place within the next year. Bob looks forward to future elections where there are more individuals coming forward to hold leadership positions within CJE.

Bob's election as Industry Chairman Elect was moved by Clint Owings and seconded by Ron Ecker, all in attendance were in favor and the election was approved.

Position: Secretary (Two Year Commitment)

Carol R Duval Greb was the sole person running for the position of Secretary. She too was excited at the new beginning of CJE and both her commitment and TCPNs to JOC. She has both the time and energy to commit to CJE along with the support of her organization to do so.

Carol's election as Secretary was moved by Clint Owings and seconded by Dean Zajicek, all in attendance were in favor and the election was approved.

Position: Treasurer (Two Year Commitment)

Clint Owings was brought forth and nominated for the position. No one else was in the running for the position of Treasurer. Clint accepted the nomination and stressed his continued support of CJE and was interested in the position of Treasurer. Having been a past Industry Chairman he has seen the organization change and grow. He too is supportive of the new direction of CJE and believes he can help with the financial tracking and development of the organization adding to the long term stability.

Clint's election as Treasurer was moved by David Carrithers and seconded by Carol Greb, all in attendance were in favor and the election was approved.

Position: Board Member At Large – 3 Years

Two individuals came forward to run for this position, Rick Farrag and Gary Johnson. Both individuals discussed their backgrounds in both JOC and also reviewed their support for CJE. A vote was carried out (including the 13 voting members) and was counted by non-voting members David Velarde and Paul Marshall. Rick Farrag won the vote.

Rick's election as Board Member at Larger was moved by David Carrithers and seconded by Clint Owings, all in attendance were in favor and the election was approved.

Position: Board Member At Large – 2 Years

Three individuals came forward to run for this position, Greg Smith, Gary Johnson and Bill Koster (not in attendance). Both individuals present discussed their backgrounds in JOC and also reviewed their support for CJE. A vote was carried out (including the 13 voting members) and was counted by non-voting members David Velarde and Paul Marshall. Greg Smith won the vote.

Greg's election as Board Member at Larger was moved by Ron Ecker and seconded by Clint Owings, all in attendance were in favor and the election was approved.

Installation of New Officers – Ron Ecker & Clint Owings

The 2008 board of CJE was sworn in by past Industry Chair's Ron Ecker and Clint Owings, the board consists of:

- Current Industry Chairman – David Carrithers
- Past Industry Chairman – Ron Ecker
- Future Industry Chairman – Bob Gair
- Secretary – Carol Greb
- Treasurer – Clint Owings
- Member At Large, 3 Years – Rick Farrag
- Member At Larger, 2 Years – Greg Smith

All agreed to support the mission, vision and values of CJE and support the organization and members through action and personal commitment.

CJE presented to past Industry Chairs Ron Ecker and Clint Owings commemorative gavels as a thank you for their service and support.

2008 Industry Chair Goals & Objectives – David Carrithers

David talked about the fact that the efforts of the past year have been a true team effort, with the goal of getting CJE on sound footings for future growth. The focus of 2008 will be 1. focus on forming regional chapters; 2. a 50% increase in membership; 3. support of CJE activities in industry association conferences, getting JOC on the presentation schedules.

Committee Reports:

Financials Treasurer: Bob Gair and Clint Owings reviewed the current financial status (report attached). A CJE bank account has been established and funds have been coming in. Most of the ASU Foundation funds have yet to be re-donated to the new CJE. Dues invoices went out in January and we are still missing payments from the majority of members. Income from ASU Funds Re-donated to date was \$28, 090 and new dues collected so far was \$10,130.

- Reminders and re-sending of invoices (both dues and ASU funds re-donation) will go out in March. We talked about personal contacts from the list Clint was going to provide to David. David distribute to our volunteer callers.
- Bob is in the process of finding a CPA firm to help CJE with tax filings and yearly audit. Having a hard time finding a business willing to look at CJE as a client. The required tax forms for 2007 were filed.
- Clint requested to have the signature card changed so he as the new Treasure is also on it (along with David Carrithers as current Industry Chair and Bob Gair as Future Industry Chair).
- The group agreed to file the requested tax information sent by Nixon Peabody.

Education: Bob Gair reviewed the upcoming year's shows and conferences. Currently CJE will be exhibiting at NASFA (June 8 to 11th in Jackson Hole WY) and at IFMA (October 16 to 18th Dallas TX) in 2008. Other shows are being looked at as well.

Clint suggested adds in trade organizations publications, Rick F was going to investigate the which publications, the costs and possible timing and report back.

Greg Smith requested that we look at the website and make sure we are comfortable with how and what ASU/ACE is saying on the JOC training. There is a sense that the focus is too much on small work and might not be positioning JOC in the right way.

Action is with Greg Smith to review and recommend suggested modifications on March 24.

There was also conversation around the online JOC class that ACE/ASU is working on and everyone wants to make sure that the right people within CJE have access to the content to make sure it is correct and also supports CJE's vision of JOC. Charlie Bowers was going to continue to work with the team at ACE to get the right people at CJE in the review process.

Bob also looking at SAME (Society of American Military Engineers) and COAA (Cost Owners Of America) as options.

Membership: David Carrithers reviewed that to date two new members have joined CJE and there had been other requests for information as well. A few ideas came up, including:

- Making sure that all the CJE committee heads and leaders have mail boxes and that they use these addresses to members. Carrithers will verify and get established as needed by the end of March.
- That we need to get letterhead and other CJE branded materials developed. Carrithers will move ahead and get together by the end of March.
- That we should look at establishing a membership referral program. Carrithers will get ideas in the month of March/April to the group.

Election: Clint Owings – Nothing new, the voting took place at this meeting.

Legislative: Mike Ladino – Mike was not in attendance. The group reviewed legislative issues and activities in Texas, Washington State and nationally. Reviewed in depth the past actions of TX house bills and the current statutes under the new Design-Build law and JOC being referenced. All agreed that the goal of CJE is to continue to educate legislatures and others on JOC and what it means to the communities using it.

Secretary: Mike Ladino – Mike was not in attendance. Nothing reviewed.

Other Special Committees:

Regional Chapters – Report From Committee – Charlie Bowers, Carol Greb, Lisa Bentley, Dave Carrithers

David reviewed that preliminary meetings had taken place in the Mid-Atlantic region (Northern VA, Washington DC, and Maryland) and in Arizona to discuss the establishing of regional chapters of CJE. The motion was raised by Carrithers to establish three regional committees to explore and take action in 2008. These included Mid-Atlantic, Texas and Southwest Committees. These first meetings are to invite interested (both federal and non-federal potential members) to meet and decide the meetings timing, general content and benefit. Once these first meetings take place the findings and sessions will be shared with the board who will finalize the standard meeting/session format along with annual regional dues. The motion was seconded by Greg Smith. No discussion and the group all voted in favor to move forward.

David C will get out the direction to the regional committees to move forward and hold the first meeting by June 2008.

Strategic Planning – Ron Ecker, Clint Owings, Ken Jayne, Bob Gair, Carol Greb, Charlie Bowers, Mike Ladino, Dave Carrithers – Separate meeting to be held after business meeting.

Old Business:

Discussion on Broadcasting Survey Findings ALL

- Continuing to find out from Greg Orhn how this is going. Ron Ecker shared that he had talked with Greg and that the findings will be shared at a conference in Auburn in April. Ron E will find out more details and share with the group.

Coming Events ALL

CJE Newsletter Status/Schedule/Assignments
Summer 2008 – Greg Smith To Take Lead
Topics:
Industry Chair Article
Member Profile – Jamail & Smith
Regional Chapters – David, Rick & Carol
Greg Orhn research article – Greg O
Board Elections – Clint
ASU / ACE Certification – Charlie Bowers
JOC Success Stories

Fall 2008 – Editor – TBD

New Business:

Fundraising – Dave Carrithers – Quickly discussed the need to develop a fundraising plan, nothing was offered up at this session.

Adjourned 11:30 a.m.

Carrithers made the motion to adjourn and the motion was seconded by Bob Gair. The meeting came to a close at 11:30 AM.

Lunch was held after the meeting.

**CENTER FOR JOB ORDER CONTRACTING EXCELLENCE
STRATEGIC PLANNING COMMITTEE**

February 28, 2008

TCPN Offices / TASBO building
2538 S. Congress Avenue, 3rd floor
Austin, Texas 7874-5555
PH: 877-884-7695

Minutes Strategic Planning Committee

Attendees:

Allen Henderson – Independent
Greg Smith – Jamail & Smith
Clint Owings – The Gordian Group
Bob Gair - RS Means
Dean Zajicek – Harris County Dept. of Education
Carol R Duval Greb – The Cooperative Purchasing Network (TCPN)
Ron Ecker – Parsons / 3Di
Bill Bryant – Applied Innovation Management
Dave Carrithers – Centennial Contractors

Prior To Meetings Review Past Strategic Planning Documents - ALL

Follows CJE Business Meeting 12:30 p.m.

Review Of Past Action Items & Out Comes – Dave Carrithers & Clint Owings

Discussion On: - ALL

- **What is the role of this committee?**
- **What should be the focus?**
- **How & if we should move forward?**
- **What should be the long term focus and short term as well?**

The group believed that the committees role is evolving based on where the organization is currently at (now that we are established as a stand alone organization). There was discussions that a stand alone meeting on the strategic direction, goals, planning and direction of CJE should be set up to take place this year (similar to last years) and it should be professionally facilitated and documented. A long term strategic plan should be established.

Elevator Speech On CJE & JOC – Clint Owings

Discussed and the realization that there is a need for an owners, a contractors and others elevator speeches.

“The Questions” – Ron Ecker

What Does A Wildly Successful CJE Look Like To You?

What Do You How To Gain From CJE Membership?

What Is One Thing In 2008 We Can Do To Help The Industry?

The group reviewed the write up that was in the recent newsletter going over the answers to these questions in a survey sent out to the members. The consensus was the need to find and attract more owners to CJE and get them involved (in both regional and national meetings and activities).

The group discussed the idea of establishing an “Ombudsman” type of role within CJE – focused on the different segments of owners, contractors, educators/others. This included the idea that this is position long needed and requires individuals who have nothing to gain in the process and are doing this effort based on a desire for JOC to grow through mentorship and support.

Training & How Do We Grow JOC Awareness? – ALL

The concept of putting together starter materials, information and support for use by universities and colleges in their different programs. Part of this was the idea of doing a review of what construction and engineering programs are out there today and how we can best build awareness in these programs of JOC.

There was also the idea of tying in these training opportunities with internship opportunities (which brings benefit for members of CJE and the schools as well)

Branding – Current and Future - ALL

The group agreed there was a need to put both a branding standards together and also logo promotional items, letterhead, business cards etc.

ACTION ITEMS:

1. Placing Two Articles On JOC By CJE – Dave Carrithers will work with Frost-Miller PR on the crafting of the articles approach and work on placement. – Timing next 10 months. Dave will report/ keep the group in the loop.
2. Review of ACE/ASU Online JOC Program – Charlie B, Ron E, Dave C and others. Update by March 24th call.
3. Elevator Speeches – Clint O and Dave C ROUGH by March 24th call.
4. Rough Fundraising Ideas – Dave C by March 24th call.
5. JOC Ombudsman – Dave & Clint rough idea outlined by March 24th call, including:
 - a. Qualifications and expected person should have respect, honesty, integrity at their core.
 - b. No conflict of interests.
 - c. Solid JOC experience (CJE view)
 - d. Could be in a CJE video.
 - e. CJE to review and select.
 - f. Could be by region in the future.
 - g. Survey Members on the idea and possible individuals.
6. Strategic CJE Planning Session: Target Summer 2008 Dave C

7. Educational Video – Bob G to explore the creation of a video, including testimonials.
Update by March 24th call.
8. Branding ideas – Dave C & Clint by summer 2008.
9. Charitable organization ideas – Lisa B by March 24th call

Meeting Adjourned

3:30 p.m.

The Center for Job Order Contracting Excellence
1435 K Street, NW, Suite 350
Washington, DC 20005
Balance Sheet
28-Feb-08

Current Assets

Cash	29,707.99
Accounts Receivable	79,582.58
Total Assets	109,290.57

Current Liabilities

Accounts Payable	22,650.00
Total Liabilites	22,650.00

Net Assets **\$ 86,640.57**

The Center for Job Order Contracting Excellence
1435 K Street, NW, Suite 350
Washington, DC 20005
Income and Expense
28-Feb-08

Company	Inv #	2008 Inv	Paid	ASU Proceed	CJE Distr	Balance Due	3Y	2 Y
RS Means Business Solutions	010308-01	1,750.00		4,193.53	4,193.53	1,750.00	X	X
Loudoun County Public Schools	010308-02	575.00		978.72	978.72	575.00		
Centennial Contractors, Enterprises Inc.	010308-03	1,750.00	1,750.00	7,960.64	7,960.64	-	X	X
DMJM Management	010308-04	1,750.00		2,323.91		4,073.91		
Kellogg Brown Root	010308-05	1,750.00		4,207.08	4,207.08	1,750.00	X	X
SKE International	010308-06	1,750.00		1,402.36		3,152.36	X	X
The Gordian Group	010308-07	1,750.00	1,750.00	6,728.66	6,728.66	-	X	X
Nouveau Technology Services L.P.	010308-08	1,750.00		2,804.72		4,554.72	X	X
Basic Industries, Inc.	010308-09	1,750.00		4,207.08		5,957.08	X	X
Harris County Dept of Education	010308-10	575.00	575.00	575.00	575.00	-	X	
Horizon Group International	010308-11	1,750.00		1,752.95		3,502.95		
CBIC Construction & Development	010308-12	1,750.00		1,752.95		3,502.95		
Jamail Construction	010308-13	1,750.00		4,557.67		6,307.67	X	X
Applied Innovative Management	010308-14	1,750.00		4,207.08		5,957.08	X	X
TCPN Region IV Education Service Ctr.	010308-15	1,750.00	1,750.00	967.72	967.72	-	X	X
Northside I.S.D.	010308-16	575.00		981.65		1,556.65		
Alpha Building Corporation	010308-17	1,750.00	1,750.00	1,752.95		1,752.95		
Texas State University	010308-18	575.00		1,382.33		1,957.33		
4Clicks Solutions, LLC	010308-19	1,750.00		1,500.00	1,500.00	1,750.00		
City of Phoenix	010308-20	575.00		180.30		755.30		
Valley Metro Rail	010308-21	575.00		921.55		1,496.55		
3D International	010308-22	1,750.00		1,803.03		3,553.03	X	
Arizona Repair Masons	010308-23	1,750.00		751.76		2,501.76		
SDB	010308-24	1,750.00	1,750.00	3,005.06		3,005.06		
Pinnacle One	010308-25	1,750.00		5,008.43		6,758.43		
ACE	010308-26	575.00	575.00	-	-	-		
Allen Henderson			275.00				X	X
Mohave Educational Services	010308-27	575.00		978.72	978.72	575.00		
Sanders Engineering	010308-28	1,750.00		2,804.72		4,554.72		
TOTALS		39,600.00	10,175.00	69,690.57	28,090.07	71,025.50		

41,600.50

Tremco