

**Minutes Center for Job Order Excellence (JOC)**  
Quarterly Business Meeting  
8-19-2008

CJE Meeting and Conference Call Minutes – CJE Offices, Washington DC

Members in attendance:

Dave Carrithers	Bob Gair
Vince Duobinis	Ken Jayne
Dan Cook	Carol Greb

Members on call:

Ron Eckert	Charlie Bowers
Allen Henderson	Lisa Cooley

**1. Welcome - Dave Carrithers.**

Dave welcomed everyone at the meeting and on the conference call. Dave went over the goals of CJE.

- 2 – 3 regional chapters established
- 50% membership increased
- 3 conferences where JOC is on the agenda
- Two (2) articles placed, mentioning CJE and JOC

**2. Minutes –**

The minutes of the past meeting in Jackson Hole, Wyoming and the minutes from July 2008 conference call will be sent out prior to being approved.

**3. Committee Reports**

**a. Financial**

- Clint Owens – Treasurer - Bank balance is \$18,193.09. Clint is now on the signature card for the Bank of America. There are online tools available on the CJE website to process online payments. Full financial report will be available next CJE session.
- Questions – Vince asked: Will the new member's dues cover regional membership also? The answer is yes.

**b. Education**

- Bob Gair, Education Chairman – The goal for the Education Committee is to attend three (3) conferences, establish CJE with three (3) associations to guild a relationship. The possible associations are:
  - NASFA – National Association State Facility Association – for state government

- COAA – Construction Owners Association of America. This association has a broader audience, which is university, municipality, and corporate owners. CJE has been approved to do a presentation at the COAA conference in December, 2008 in Tampa, Florida. Allen Henderson recommended that we take the CJE show booth for this show.
- AAPA – this is the institutional market. Their conference will be held in Van Cover, Canada next year. Bob stated that this would not be a good starting point.
- NACUBO – this organization will hold their conference in Boston next July, 2009. Bob will try to get us registered for this next year.
- SAME – This organization has a facility department. Bob would look into this organization.
- NACO – National Association of Counties – Vince will try to get some contact information for CJE to try to go to a conference.

**c. Membership - Dave Carrithers**

- The strategy for building CJE is developing the regional chapters.
- Ron had a suggestion to update the white pages on the website and put the CJE thumbprint on them. Make the white papers as an interactive clip on the website.
- Two new members have joined. Once the notes of the meets are approved, they will be emailed to the CJE members. Newsletter also goes out to the CJE members. The newsletter will also be available on the website.
- Dave will be printing the summer newsletter and send it out to the NASFA conference attendees along with a letter promoting joining CJE.
- Texas Chapter – Carol Greb. Preplanning was going to be held in September. The first planning session will be in October, 2008
- Southeast Chapter – Charlie Bower. They are looking for an owner to head this up. Work in progress.
- Mid Atlantic – Bill Kolster. Planning session will be in October 2008.

**d. Election – Ron Ecker**

- Industry Chair Elect – this is a three (3) year commitment (Chair Elect – Bob Gair, Current Industry Chairman – Dave Carrithers

and Past Chair Ron Ecker) – we will be looking to elect the industry chair elect in 2009

- Secretary – this is a two (2) year commitment, 2009 will be the second year for the term of Carol Greb
- Treasurer – this is a two (2) year commitment, 2009 will be the second year for the term of Clint Owings
- Member at Large – this is a three (3) year commitment, 2009 will be the second year for the term of Rick Farrag.
- Member at Large – this is a two (2) year commitment, 2009 will be the second year for the term for Greg Smith.

Ron will send out a notification to members to ask for nominations. This will go out in October 2008.

It was decided that the committee chairs be revised to that there would be new people in these positions.

**e. Legislative – Mike Ladino**

- Dave presented this topic.
- Massachusetts – Representative Hope from the NASFA conference is interested in developing legislature to develop Job Order Contracting and Design Build and would like CJE to help craft this and educate on JOC.
- Texas – Texas legislature will convene next year. This is worth watching the legislature to see what JOC changes would come about.
- Arizona – Has been slow of late for JOC.

**d. Secretary – Carol Greb**

- Nothing to report

**4) Old Business**

- Fall / Winter Newsletter. Need a new headup person. Need some success stories. Dave will ask members for articles and pictures.
  - a. Article – CJE as a non-profit volunteer organization not a JOC contractor
  - b. Green article – Charlie Bowers will write an article on this.
  - c. Member Profile – Need an article on an owner.
  - d. CPA firm – Dave will get the information on the CPA firm for the article. Contact person is Bill Mudhollen (sp??).
  - e. ASU/ACE online - JOC training program.
    - 4) This course is scheduled next year as an online version. Manual version needs tweaking. This looks a lot like an Arizona model. It needs to be more generic for a nation wide version. The slides need more visualization and customer information included in them. This is strictly an ASU class as it stands now

- 5) Bob wants the slides from the Sherlock Holmes slide show to be incorporated.
- 6) COOA – wants an owner to present. Someone from the Tampa area (owner) to present with CJE. This conference is held the first week in December 2008. The Quarterly meeting will also be held in Tampa in conjunction with the COOA conference.
- 7) Charlie suggested that we get owner insight from ASU
- 8) Retrieve old PowerPoint from Jackie Houchens regarding conferences. Charlie said he would do this.
- 9) Free Intranet - It was suggested free intranet be set up so that only the members can get access to this.

## 5) New Business

- NASFA - Lisa Cooley went to the NASFA conference in the Tetons and is also on the NASFA industry liaison committee. Lisa will provide an update from the NASFA side at the next meeting.
- Sponsorship Model –
  - Dave wants to develop this idea with the different levels being gold, silver, and bronze.
  - A motion was proposed to develop a sponsorship model for the group to look at. Dave will write it by the next conference call. Ron Ecker proposed the motion and Bob Gair seconded it. Vote was taken and the motion passed.
  - A motion was proposed to help The State of Massachusetts develop legislature for JOC and Design Build. CJE would support this effort and decide how to accomplish this. The Contact person would be Hope Davies. CJE will contact Hope to find out what they hope to accomplish. Dave proposed the motion and Carol seconded it. Vote was taken and the motion passed.
  - NASFA – Per Lisa Cooley, with Centennial. There looks like there is a logical liaison between JOC and NASFA. Maybe there is a joint project that could be worked on together. Lisa Cooley will contact NASFA to get some ideas. The expectation is that there would be a work product that could be developed to benefit both parties. Sub work groups would actually develop the product. Dave made the motion for Lisa Cooley to do this. Bob seconded the motion. Vote was taken and the motion passed. Dave will craft a formal letter for Lisa to edit and this will move forward. On the 9-22-2008 conference call, Dave recommended that Clint be the liaison for this with Lisa Cooley.
- Articles
  - CJE needs to develop some articles for the website and newsletter. Some suggestions are green articles.
    - Allen Henderson volunteered to be interviewed for an article
    - Dan with the Gordian Group has info on Chicago to do a green article.
    - Where The Buffalo Roam – Where are you now Benny?
    - LEEDS – for existing buildings.

A motion to adjourn was presented by Dave Carrithers and Bob Gair seconded it. Motion passed.

This is as recorded by:  Date: 9-30-2008

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Carol R. Duval Greb, Secretary, CJE Board

Approved By: \_\_\_\_\_