

Center for Job Order Contracting Excellence

Annual Meeting – February 17, 2010 @ 8:00 AM (Arizona time)

Location: PARSONS 2111 E. Highland, Suite 402B, Phoenix, AZ 85016

Meeting Notes

Attendees were:

Bob Gair - RS Means

Clint Owings – Gordian Group

Rick Farag – KBR

Andy Hicks – Alpha Building Group

Ron Ecker – Parsons

Rich Barrick – Basic IDIQ

Alan Henderson

Greg Smith – Jamail & Smith

David Carrithers – Centennial Contractors

Lisa Bentley – Southwest Desert Builders

Charlie Bowers - Parsons

Carol Greb – Harris County Dept. of Education

Ken Jayne – AIM

Industry Chair Bob Gair called the meeting to order at 8:05 AM, and welcomed the attendees to the meeting. Ken Jayne and Alan Henderson were on the phone for the duration of the meeting.

Bob gave the group a synopsis of the goals of CJE for 2009 and how we did on each one of them, acknowledging it was a tough year for the nation's economy:

1. Grow CJE – We are growing as an organization and we now have 3 active chapters in the U.S.
2. Promote Outreach and Education – CJE participated in 3 trade (NASFA, COOA & SAME) shows in 2009 and the response was good at each show.
3. Sustain CJE as a financially strong organization – The organization has grown in membership and our finances are strong as of the end of 2009 (see below for financial details from the Treasurer).

Elections:

David Carrithers led the group in the annual elections to the CJE Board of Directors.

Industry Chair – Elect: The two candidates for Industry Chair addressed the group and briefly let the attendees know about their focus for CJE would be if elected;

Carol Greb addressed the group and stated her desire to instill more “fun” and energy into the CJE organization if she were elected. She said she supports a “road show” approach for national CJE to support the individual chapters, and that she would bring an Owner’s perspective to the chair at CJE.

Greg Smith informed the group of his background in CJE and in the JOC industry. He was involved in the early legislation in Texas and believes JOC should have parity with other deliveries in the U.S. He further stated that he believes that JOC requires transparency and that he does not agree with multiple awards on JOC contracts. Greg supports a customer service role

for CJE and believes that JOC is a superior deliver to “low bid” in many instances for public sector clients.

Both candidates stated that they have their employer’s support for the time and travel required fulfilling the duties of the Industry Chair, and that they were willing to take the time to serve the CJE organization well.

The election was held with David Carrithers and Ron Ecker counting the ballots and Charlie Bowers witnessing the count. **Carol Greb was duly elected as Industry Chair for 2011.** Carol will serve as the Chair-Elect for 2010 and Immediate Past Chair in 2012.

Board Member At-large: The three candidates, Greg Smith, Ron Ecker and Rich Barrick, for Member At-large addressed the group and briefly let the attendees know about their focus for CJE would be if elected. **The ballots were cast, counted by David Carrithers and witnessed by Charlie Bowers.**

Rich Barrick was duly elected Member At-large for 2010, 2011 and 2012.

Greg Smith was duly elected Member At-large for 2010.

Treasurer: Clint Owings was unopposed and was duly elected as Treasurer for 2010.

Secretary: Charlie Bowers was unopposed and was duly elected as Secretary for 2010.

David Carrithers administered the oath of office to the newly elected officers and photos were taken to commemorate the event. The oath is:

“That you will support, improve and grow the job order contracting industry through cooperation, education and active participation in The Center For Job Order Contracting Excellence.

That you will live up to and represent the organization with integrity, active support and without bias or self interest, representing the interests of all members and the industry.

That you will leave CJE better off than you inherited it and a thriving organization.”

The Gavel Was Passed To Farrag From Gair

In his first act as new Industry Chairman Rick Farrag presented outgoing Industry Chair Bob Gair with a gift of a commemorative gavel and a Chinese “wish keeper” box. Those in attendance all thanked Bob for an excellent year as the Industry Chair and for his hard work at helping CJE achieve our goals during the year.

Bob Gair formally turned the meeting over to the incoming Industry Chair Rick Farag and he ran the balance of the meeting. David Carrithers moved that the January 11th conference call minutes be approved as submitted and Charlie Bowers seconded the motion. Motion carried.

Rick Farrag asked Clint Owings to present the financial report. Clint handed out the current financial report and stated that the current balance in the bank account was \$26,160.41 (see attached financial report included with the meeting notes).

David Carrithers and Clint Owings will make certain that the paperwork is processed for Rick Farrag to become a formal signatory on the CJE account and get him a CJE credit card.

Rick asked for Committee reports:

Education Committee: Bob Gair informed the group that CJE had our trade show booth at 3 conferences in 2009; NASFA, COAA and SAME. Bob also said we have plans to attend those same 3 conferences in 2010. SAME will be in Atlanta in May, NASFA will be in July in Vermont, and COAA will be in November in Tampa.

Bob stated that he needs some assistance from others on the Education Committee and the attendees agreed that we need to step-up and help out.

Membership Committee: David Carrithers reported that our CJE membership has grown this year and it will likely grow much more in 2010 because of our two new chapters in Texas and the Southwest. There has been significant interest in the organization and a lot of energy to make the chapters very active in carrying out the CJE mission. The following new members joined CJE in 2009:

Tremco

Harris county Dept. of Education/ Choice Facilities Partners

NASCO

Alachua County Facilities

Diversified Woodcrafts

Wayne Rutherford

NJPA

David reported that Wayne Rutherford, who is with Taos Design-Build, will be giving a presentation on JOC at a conference of the **NM Municipal League** this spring and Lisa Cooley of Centennial Contractors will assist him as required.

David Carrithers is working with Ronda at KBR in Houston on ideas for future membership drives and he will report on this at the next meeting.

Election Committee: David Carrithers stated that per the CJE by-laws, Bob Gair will be the committee chairman for the elections committee in 2010 as the Immediate Past Chair.

Legislative Committee: David Carrithers moved that Andy Hicks be elected as Director of the Legislative Committee and Greg Smith seconded the motion. Motion carried. Andy will work with Greg Smith, Carol Greb and others on the committee and report activities at the next meeting.

The attendees discussed the following legislative activities by state:

WA: They have activity in the legislature every 2 years and they are headed in the right direction.

CA: California is also on a 2-year cycle and CJE members are working to get more widespread acceptance of JOC there.

TX: The legislative process in Texas needs to be watched very carefully to make certain we can maintain balance in the legislation that allows JOC use there. Greg Smith and Andy will work with the AGC, ABC and other groups to stay in tune with activities.

MA: Massachusetts law does not currently allow JOC as a delivery method, but area contractors are working on the legislation.

Rick asked the CJE members to bring issues to the Board for action as a screening process and to maintain focus with the organization. The CJE Board will have the final say on whether CJE takes an “official stand” on any legislative issues on a case-by-case basis.

Other Special Committees: Charlie Bowers reported that the ***SW Chapter held its 1st meeting on January 27th in Phoenix*** and there were 25 people in attendance. The group will temporarily be led by Charlie Bowers from Parsons and Kimberly Morgan from the City of Scottsdale until formal elections can be held to formally elect officers of the chapter.

Carol Greb reported that ***the Texas Chapter has held three meetings already*** and is starting to function well as a group and has set up temporary committees. The group is awaiting guidance from the National CJE organization with regard to procedures, officers, dues structure, etc. Carol and Alan reported that the Texas Chapter plans to move their meetings around the state to reduce travel for members.

David Carrithers reported that ***the Mid-Atlantic Chapter is up and functioning well***. They have had several meetings already and also held a LEED webinar with over 40 attendees participating. David said there are about 60 people participating in the chapter and the group is made up of about 50% Owners and 50% contractors and consultants.

Old Business:

▶ Alan Henderson reported that a committee has been formed to look into suggested dues for regional chapter members. The committee is Alan, Lisa Cooley and Charlie Bowers, and they will report initial ideas back to the Board at the next meeting.

▶ Greg Smith moved that CJE draft a letter to the Texas Chapter of the AGC to express CJE’s interest in participating in the Texas legislative process with regard to proposed legislation that might impact the JOC industry. Andy Hicks seconded the motion and the motion carried. Rick Farag reiterated that all items regarding legislation must be presented to the CJE Board for a decision on whether or not to get involved as an organization.

▶ David Carrithers moved that CJE look into holding another “National Conference”, similar to the ones that were held at ASU in the past, in 2011. Charlie Bowers seconded the motion after some discussion, and the motion carried. Bob Gair said he will help Chair-Elect Carol Greb work on the conference.

▶ Greg Smith reported that he is chair of a committee that is looking into “best practices” for the JOC industry. Alan Henderson and Charlie Bowers are also on the committee and Greg asked for a 3-month extension on the report from the group.

▶ Charlie Bowers informed the attendees that Barbara Hummell from the City of Phoenix will not be allowed to travel to Boston for the JOC case study presentation at the National APWA Conference in September 2010. Clint and Charlie will either get another presentation approved or find a substitute for Barb at the presentation.

New Business:

▶ David Carrithers reported that he will write a press release for the election of CJE National officers for 2010.

▶ David asked the group for permission to bring an agenda item forward at a future meeting to investigate allowing “sponsorships” of CJE to raise funds for the group. He will present the idea in the near future.

▶ Rick ***Farrag suggested that the attendees set the meeting dates for 2010.*** The group agreed on the following dates for 2010 meetings, which will be held at 1:00 PM Eastern time as follows: March 9th, April 6th, May 5th, June 14th, July 13th, August 13th, September 14th, October 12th, November 17th and December 14th. The next annual meeting will be held on January 2011 with the location to be determined at a later date. It was agreed that the Quarterly meetings will be May 5th, August 13th and November 17th.

▶ Rick Farrag suggested that the Board hold a formal meeting in DC on April 6th and 7th to host the regular monthly call-in and also to work on by laws and dues structure for regional chapters. The Board members agreed to plan for those dates. Clint Owings so moved, David Carrithers seconded the motion and the motion carried.

▶ David Carrithers moved that CJE implement a “scholarship fund” to fund travel for Owners that might not otherwise be able to travel to CJE events. Charlie Bowers seconded the motion and the motion carried. This will be a topic of discussion at the April Board meeting in DC.

▶ It was discovered that we were one Member At-Large short on the CJE Board, and the attendees suggested that Greg Smith be elected to that vacant chair. The attendees voted to have Greg serve the required (open seat) term he board will determine the length of Greg’s term at the next board meeting.

▶ David Carrithers said he will be working on the semi-annual newsletter, and he asked for input for articles to include. He will head up the effort and would like lots of input for the issue.

Rick Farrag moved that the meeting be adjourned and Greg Smith seconded the motion. The motion carried and the meeting was adjourned at 11:50 AM

Respectfully submitted,
Charlie Bowers, Secretary