

**Center for Job Order Contracting Excellence
2011 Annual Meeting Minutes**

1/25/2011

Meeting was held at the Choice Facilities Partners office in Houston, TX.

Board members in attendance:

Rick Farrag, Industry Chair
Robert Gair, Past Chair
Rich Barrick
Allen Henderson
Carol Greb, Incoming Industry Chair
Clint Owings, (Proxy by Armando)
Greg Smith
Charles Bowers (proxy by Lisa Cooley)

Other members in attendance included:

With a quorum was declared by Farrag, the meeting was officially called to order at 0805 CST.

Farrag requested Gair to initiate Elections process. Gair described the positions and asked each nominee to share their back ground and vision. Industry Chair nominee, John Alaniz, announced he was withdrawing his name from consideration.

Nominees for 2012 Industry Chair were:

- Greg Smith
- Michael Nelson

Nominees for Position-at-Large were:

- Lisa Blonshine
- Andy Hicks
- Gary Johnsson
- Brent LeVander
- Jim Owens

At 0840, Gair adjourned for the representatives to vote.

Meeting was reconvened at 0900 to announce the voting results.

Results:

2012 Industry Chair – Greg Smith
Position-at-Large - Andy Smith and Jim Owen.

0910 – Gair presided over swearing in of new CJE officers.

MEETING MINUTES

Farrag presented the last Meeting's Minutes (previously distributed via email). Gair moved to approve, Greb seconded and acceptance was approved unanimously.

FINANCIAL REPORT

Farrag presented the financial report from Owings prepared balance sheet. As of January 24 CJE account held \$22,182. There were no questions.

EDUCATION REPORT

Discussion of CJE participation in tradeshow/conferences:

- Coberley reported that a new booth property had been purchased after negotiating the price down from \$3250 to \$2800. New graphics for the booth had been drafted and would be presented to Board for approval this week.
- Greb suggested the existing CJE PowerPoint presentations be reviewed for possible use at the shows.

MEMBERSHIP

- Farrag reported on the recent mailing to potential members.
- Five new members joined CJE since the last meeting
 - o Region 4 Education Solutions (TCPN)
 - o P2MG
 - o Corporate Facilities Management Services
 - o Associates Inc
 - o Kosten-Technik
- No other questions

ELECTION

- With elections just held, Gair noted that there were no current or near term issues until probably 3rd Quarter.

LEGISLATIVE

- Hicks and Smith reported on the Texas AGC JOC bill wording. There was significant discussion on the status of the bill and other issues affecting it. It was decided that Smith would provide Greb with the current wording and she would distribute it to the other Board members to be approved at a special called meeting on 1/28/2010.

At 1015, Greb adjourned for a 10 minute break.

NEW BUSINESS - Farrag

- New members were invited to introduce themselves

- Discussion on updating the CJE website resulted in Cooley offering to get the immediate, factual information (Board, current bylaws, tradeshow, etc.) updated ASAP. Cooley will coordinate efforts to update marketing info and present to the Board for approval.
- 2011 Quarterly meetings were set to coincide with select CJE tradeshow participation. Specifically, SAME (May 24-27), APPA (July 16-18), and CMAA (Nov 6-8).
- 2011 Monthly calls were set for the second Tuesday every month at 1:00 pm EST except when there is a quarterly meeting scheduled for the month. Feb. 8, March 9, April 12, June 14, Aug. 9, Sep. 13, Oct. 11 and Dec. 13
- Greb suggested that Newsletter be issued 4 times/year and be shorter – perhaps 4 pages.
- Greb brought up the membership dues and recommended that members be given until Feb. 15 to pay 2011 dues. She also made suggestions that membership invoices go out by mid Nov. of every year to allow for all members to remit the payments prior to the annual meeting.
- Carl DeVilbiss of COOPRODUCTIVE addressed the members on the subject of cooperation in JOC between clients and contractors.
- Lisa Cooley addressed the members on the subject of ACE efforts to introduce a JOC training/certificate program.

ADJOURN

- At 1200, Greb entertained motion to adjourn. Moved by Farrag, seconded by Hicks. Approved unanimously.