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Quarterly Meeting/Conference Call
June 2, 2011 – 2:00 PM EDT

Meeting Notes

Attendees:

Greg Smith	Jamail-Smith	Carol Greb	Choice Facilities Partners
Rick Farrag	KBR	Rich Barrick	Basic IDIQ
Jim Owens	TCPN	Lisa Cooley	Centennial Contractors
Clint Owings	Gordian Group	Charlie Bowers	Centennial Contractors

Welcome: Greg Smith opened the meeting at 2:05 PM EDT offering to support the current Chairman in getting the meeting underway. Greg welcomed the participants to the call in Carol's absence. Carol was just a few minutes late calling in and also joined the call.

Carol apologized for the scheduled CJE meeting cancellation notice going out late for some unknown reason. She sent out the cancellation due to logistics problems, while several members were at the SAME Conference, but the board didn't receive the notice until several days later.

Review, discussion and approval of previous monthly meeting minutes: A general discussion was held about what happened to the previous 2011 meeting minutes, and Charlie explained that the minutes have not yet been approved by the board. The group went over the notes from the February, March and April meetings and suggested a few revisions/corrections to them. Charlie will make the appropriate changes to the minutes then post them on the CJE website.

Clint made a motion that the three past meeting notes be approved as suggested during the meeting and that they be posted to the website. Rick seconded the motion and the motion carried.

Committee Reports: Update on Committee Activities:

Financials/Treasurer: Clint Owings reported that the current bank balance is \$25,533, and he has an expense from Haol Branded solutions \$1,442.09. Clint suspects it might be for tape measures for handouts at the SAME conference and will check with Mike Coberley to make sure.

Carol asked how she can become a signatory on the Bank of America checking account, and the group advised that the process must include the 3 current signatories and Carol to all sign a new authorization card. This should be possible via electronic means, and Carol will coordinate with the others and check into getting the change made as necessary to satisfy the bank.

A discussion was held about the monthly membership fee for "Constant Contact", and the group was in agreement that we do not need to keep this \$35 per month membership in place. Clint made a motion that

we drop the membership and Greg seconded the motion. The motion carried. Lisa Cooley will check for messages at Constant Contact and then cancel the service on behalf of CJE.

Education: Mike Coberley was not on the call, but there was considerable discussion that involves the education committee duties.

Lisa asked for comments on whether or not CJE has a formal “liaison” with any national groups other than NASFA, with whom we do have a formal relationship. It was agreed that we only have a formal relationship With NASFA and we “support” other groups like APPA, SAME and COAA.

Membership: Rick Farrag had to leave the call to catch a plane, but there was a lot of discussion about this topic.

The group discussed the membership status of several members that have not paid their 2011 dues, and it was generally agreed that the following contacts will be made to try to bolster membership:

- Greg Smith will contact Loudon County Schools and Ken Jayne.
- Clint will call 4-Clicks and National Joint Powers. He e-mailed 4-clicks a new invoice and they paid up immediately via Pay Pal.
- A general discussion was held about current members recruiting new members as best they can. It was agreed that we must all do our best to recruit new members for CJE, especially those who use JOC now.
- Charlie reported that he spoke to Lisa Bentley from SDB about continuing membership, but she was very critical of the organization and it is unlikely they will re-join.
- Charlie also contacted Greg Orhn from northern Arizona University, and he indicated he would like to renew his membership. Clint should re-send Greg an invoice to see if he will renew for 2011.

Election: Rick Farrag was not on the call at this point, and there was no discussion on this topic.

Legislative: Andy Hicks was not on the call, but Greg Smith updated the group on the current status of HB 628 in Texas. Greg will send out an e-mail to all board members outlining the current bill as it was sent to the Governor for signature.

Secretary: Charlie Bowers suggested that from this meeting forward he will commit to having the meeting notes completed and send them to all board members within 7 days of the meeting date. He will wait 7 days for comments on the meeting notes, and have them posted immediately thereafter to avoid any unnecessary delays in getting the notes posted on the website and approved at subsequent meetings.

Other Special Committees:

Regional Chapters: Carol Greb and Charlie reported that regional chapters in Texas and the Southwest are essentially on hold pending revision of the national by-laws to allow regional chapters. A discussion was held about getting the national by-laws revised and reviewed by our legal counsel so we can get them out for approval by the CJE general membership. Lisa Cooley will contact Tom Julian (CCE legal rep.) to get a contact at Nixon & Peabody, who is the CJE legal firm. Lisa will pass the contact info along to Carol so she can transmit the current revised draft of the National By-laws and the draft of the changes to allow regional chapters for their review.

Carol agreed to do her best to get a reviewed copy of the revised national by-laws out to all the board members before the next regular CJE meeting. ***This item will be included on the agenda for our next meeting.***

Old Business:

- Chapter by-laws: on hold for action on national by-laws
- Website updated: Lisa Cooley updated the group on some of the changes and postings that have been made to the CJE website. It was agreed to have Lisa redistribute the changes being proposed for the website to the entire board and also have Mike Coberley head up approval of the changes as a part of his duties as the education committee.
- Dropped out members: see info above under the membership committee section of these notes.

New Business:

- Sponsorship of APWA presentation: Charlie informed the group that Wendy Springborn will be Co-presenting an educational segment on The City of Tempe, AZ JOC experience at the national American Public Works Association conference in Denver in September 2011 and would like for CJE to consider helping her with her expenses to attend the conference.

Carol Greb made a motion that CJE reimburse Wendy up to \$1,000 for her expenses for the conference upon receipt of a formal expense report outlining said expenses. Charlie seconded the motion and the motion carried. Charlie agreed to inform Wendy of this action so she can count on the reimbursement.

- Newsletter: A discussion was held about the next newsletter, and Carol agreed to re-send the current draft of the document out for review by the board, comments and added content. Carol will gather comments and content from board members and do her best to get the newsletter ready to publish by the end of June.
- Virtual Office: A discussion was held about how to handle the virtual office billing for the CJE office in Washington, DC. After some discussion the group decided to put off further action on this until the next board meeting. Lisa Cooley agreed to send out the itemized statement from the virtual office management company to all board members so they can review the services available and give input as to which services we should continue going forward. It was generally agreed we do not need all the services we are currently paying for, which costs \$502 per month. *This item will be added to the agenda for the next meeting.*
- NASFA show June 12 – June 15: Carol asked the group to let her know who is planning to attend the conference so we can plan who will staff the tradeshow booth at the event. Carol also will ask Mike Coberley to head up this coordination effort as a part of the education committee duties.

Adjourn: Carol made a motion we adjourn, and Charlie seconded the motion. The motion carried and the meeting was adjourned at 3:50 PM EDT.

Respectfully Submitted.



Charlie Bowers, Secretary