



CENTER FOR JOB ORDER CONTRACTING EXCELLENCE

Quarterly Meeting/Conference

July 25, 2011 – 2:30 PM EDT

Call in conference number 1-800-977-8002

Participant code 57485357#

Meeting Notes

Attendees:

Greg Smith*	Jamail & Smith	Rick Farrag*	KBR
Renee Leaman	Jamail & Smith	Mike Coberley	KBR
Jim Owens*	TCPN	Clint Owings*	Gordian
Lisa Blonshine	Jamail & Smith	Charlie Bowers*	Centennial

Welcome: Greg Smith opened the meeting in Carol's absence and did a role call to make certain we had a quorum for the Board Meeting. Per above five participants (denoted *), we did have a quorum for the meeting.

Review, Discussion & Approval of Minutes: Greg made a motion that the meeting notes from June 14, 2011 be approved as distributed by the Secretary. The motion carried, and the notes have been posted to the CJE website.

Committee Reports: Update on Committee Activities:

Financials Treasurer: Clint Owings reported that he issued the latest financial report in early July, and the current balance as of July 25, 2011 is \$15,911. There are a couple of checks that have not been deposited yet.

Education: Mike Coberley reported that the APPA conference in Atlanta was by far the most successful outing for CJE in a while. There was a lot of interest and many attendees visited the booth to discuss JOC use around the country. In addition, there were several CJE members in attendance at the conference. Mike said he was able to get CJE on the badge lanyards at the conference, which also prompted some visits to the booth and some APPA thanks for the support.

Mike reported that CMAA in Washington, DC is the next conference we will have the CJE booth. After some discussion, it is thought that Mike will be the only CJE member attending the conference and therefore the only person staffing the booth. A discussion was held and it was decided by the group to change the November meeting to a conference call, which will be held on Tuesday, November 8th at 2:30 PM Eastern time.

Mike also reported that he and Lisa Cooley have accomplished some of the website clean-up, and there is still some work to be done. The officer e-mail addresses are all correct now and the balance

of the website clean-up work should be completed by the end of November.

Membership: Rick Farrag reported that only 4 Clicks has paid their 2011 dues after much follow-up by several members, and he suggested that CJE simply get the 2012 dues notices out by November and any delinquent members not paying their 2012 dues by our January annual meeting should be dropped. Those in attendance agreed that is a reasonable way to handle those past CJE members who have not paid their 2011 dues.

Elections: Rick Farrag reported that there will not be any activity until around November and the preliminary work will start for election of officers for 2012 will begin. It appears that there will be 2 positions open for election in January; Industry Chairman-elect and one Member-At-Large seat for 2012.

Legislative: Andy Hicks was not on the call, but there was great coverage of the JOC legislation status in Texas in the latest CJE newsletter. Mike Coberley let the group know that one of the APPA conference attendees mentioned some pending legislation in South Carolina. Clint Owings volunteered to check on the content of the legislation and update CJE board members on the status.

Secretary: Charlie Bowers had nothing to report.

Other Special Committees:

Regional Chapters: Nothing to report from Charlie Bowers, and Carol Greb was not on the conference call.

Old Business:

- ***Chapter bylaws***-status of contact with Attorney (Nixon & Peabody) on review of bylaws-old business from last meeting as well. Carol was not on the call, so there was no report on this activity.
- ***Website update*** is underway and is making good progress.
- ***Status of getting Carol on the bank account:*** The attendees discussed this topic at length, and subsequently, Rick made a motion and Charlie seconded it that the following steps be taken with regard to the following two financial issues:
 1. The Treasurer and the Education Committee Chairman have possession of the two CJE debit cards
 2. The Treasurer and the Secretary be signatory on the CJE checking account so there is continuity and changes should not have to be made more often than every 3 years.

The motion carried with no opposition.

- ***Virtual Office Expenses/Services:*** Lisa Cooley has been working with the office company in Washington, DC and she was not on the call. Charlie agreed to check with Lisa and update the board members on the status of this item. We also need to make certain we get a new contract signed for these services going forward.

- **Directors & Officer's Insurance Renewal:** Greg reported that he has a quote in-hand and is working this issue with Jamail & Smith's Insurance Agent. They have asked some questions and Greg has answered them just recently.

- **Annual Meeting Planning:** - Charlie, Greg & Renee reported that we have selected the Hotel Highlands in Phoenix to hold the annual meeting in January. The rate will be \$129.00 per night if we can get a block of 10 room reserved.

1. Greg is working on the agenda for the meeting, which will be held on 1/26/12 in Phoenix
2. The meeting will be conducted in two parts; the first segment will be the normal business meeting, including annual national board of director elections; the second portion will include any potential CJE members from the regional chapter areas that might be interested in attending the annual meeting.
3. Renee is working on a flyer for the meeting, and the first invitations will be sent only to current CJE members. The second mailing will be sent to a complete list of people and organizations who have expressed an interest in joining CJE through a regional chapter.
4. Greg, as the Chairman Elect will head up this effort and keep the board informed on all progress on the meeting planning.

New Business:

- Targeted "Marketing" campaign for JOC: Greg briefly mentioned a national marketing campaign for CJE, but there was not time for in-depth discussion on this issue. There was some discussion about perhaps using a national survey to gather information from JOC users and contractors on a national level, and Greg will forward a survey for the board members to review.
- Value of CJE to members-let's study: Greg briefly introduced this topic and suggested that the board do something along this line at the 2012 annual meeting. A general discussion was held among the attendees and Greg will propose something to accomplish this goal.
- Credentialing Revisited: There was no time to discuss this item before adjournment.
- Quorum Determination-reducing definition from 5 to 4: Rick brought this issue up and it will remain on the agenda for discussion our next meeting.
- Proxy/Understudy Designation backup for each officer: There was no time to discuss this item before adjournment.
- Job Board on Website: There was no time to discuss this item before adjournment.

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

Respectfully Submitted,

Charlie Bowers
Secretary