

**MEETING REPORT**  
**QBS Colorado - Directors**  
**January 8, 2009**

The QBS Colorado Director's meeting was called to order by Paul Bakken at 7:10 am, January 8, 2009, in the ACEC of Colorado Conference Room. Those present were: Roy Blythe and Carolyn Hunter (teleconference), Tracy Lyman, Frank Harrison, Dave Hughes, Steve Bryant, Marilen Reimer and Sue Bertram. Stanley Turner, AIA attended as a guest.

1. Reviewed and accepted meeting minutes from December 2008 meeting and QBS Budget summary through 01/05/2009.
2. Dave Hughes of PEC and Roy Blythe of AIA have agreed to remain on the Board until a replacement from their organization can be appointed. Carolyn Hunter of AIA has agreed to remain on the Board until the end of 2009.
3. Bylaws (new) have been drafted by Frank Harrison and were presented for discussion. Frank will make a few minor updates and present at the February meeting for adoption.
4. Orientation of new Board members. Tentative date set for Wednesday January 28<sup>th</sup> from 7-8:30 am in the ACEC conference room. If new Board members have not been found then the date will be rescheduled. The orientation will be given by the Chair, Vice Chair and Coordinator and will cover the mission, focus and specific Board initiatives. Goal of the orientation will be to allow new Board members to select an initiative for their leadership efforts and assimilate information and message content to make them effective spokespersons for QBS.
  - a. 2009 Board Initiatives – four initiatives as outlined in the document presented were accepted by the Board. These include:
    - i. Outreach – Newsletter, Lecture Opportunities, Bi-Annual Breakfast Conference, etc.
    - ii. Watchdog Activity - Steve
    - iii. Annual QBS Award
    - iv. Legislative Action/Small Project Plan – Carolyn (February meeting update)
5. Newsletter draft was reviewed and updates will be made. It will be emailed to the sponsoring organizations and APWA, CCI and CML. It will be emailed (where available) or mailed to those agencies contacted in 2008 regarding their RFP's. The newsletter will continue to be included in the packet sent on behalf of RFP's. Lastly, it will be sent to those parties that provide us with RFP's.

Short periodic articles provided to sponsoring organizations are welcome and will be distributed to their members via email.

**Follow-up Action Items:**

1. **SUE:** compiled a list of agencies and put in three categories – Using QBS, Hybrid (Partial) QBS and not using QBS for consultant selection. **Steve** to assist.
2. **PAUL/SUE:** Develop 2009 budget for presentation to Board at February meeting.
3. **SUE:** Future Board member recruitment notices sent to organizations in September.
4. **MARILEN:** To attend Jan 14<sup>th</sup> meeting regarding Amendment 54 and its affect on QBS.
5. **PAUL:** APWA Management Conference, May 7 & 8. Paul will coordinate with Kevin Bergschneider and Mike Fink.

The next meeting is **February 12** at 7 am, ACEC/CO office. **Paul** to provide refreshments.

The meeting concluded at 8:30 am