

**MEETING REPORT**  
**QBS Colorado - Directors**  
**December 11, 2008**

The QBS Colorado Director's meeting was called to order by Paul Bakken at 7:15 am, December 11, 2008, in the ACEC of Colorado Conference Room. Those present were: Scott Beck, Carolyn Hunter, Tracy Lyman, Jack Swanzy, Frank Harrison, Dave Hughes, Steve Bryant and Sue Bertram. Greg Monley attended as a guest. Roy Blythe and Stan Welton were absent.

1. Reviewed and accepted meeting minutes from November 2008 meeting and QBS Budget summary through 12/4/2008.
2. Thanks to Scott Beck of ACEC, Jack Swanzy of AIA and Stan Welton of SEAC, Frank Harrison of CAGE and Dave Hughes of PEC for their dedication as they leave the board. SEAC has declined to continue as board sponsor. A summary of 2009 Board positions, year service ends and recruiting needs are as follows:
  - a. ACEC – Tracy Lyman (10), Steve Bryant (10). Need to recruit one new board member.
  - b. AIA – Carolyn Hunter (09), Roy Blythe (11). Need to recruit one new board member, preferably from the Front Range.
  - c. PEC – Paul Bakken (09), Need to recruit one new board member.
  - d. CAGE - Need to recruit one new board member.

Recruiting for the vacant Board Director positions is the responsibility of the respective sponsoring organizations. QBS, through its Coordinator, will provide a brief summary of Director's responsibilities, term period, QBS goals and specific initiatives, and other relevant information to assist with the recruiting of dynamic and energetic new Directors.

Discussed the importance of the Board members committing to a 3-year term. Board will no longer accept filling the balance of partial terms. Board also desires high priority placed on meeting attendance and active leadership of each Board member related to Board initiatives.

3. Discussed 2009 Focus and Goals prepared by Paul Bakken and Tracy Lyman.
  - a. Leadership Rotation – Board agreed to establish a formal leadership rotation as proposed in the document. Incoming Board members will be asked to serve a three year term and accept leadership roles in one of the four Initiatives currently set forth for Board focus. One new member will serve as Vice Chair after one year of service, then rotate to Chair in the final year of service. The Chair will serve as Past Chair for a year after he/she has officially become a Technical Advisor and rotated off the Board.

Board approved the following Chair and Vice Chair positions for 2009/10

- i. Paul Bakken will serve as Chair for 2009
- ii. Tracy Lyman will serve as Vice Chair for 2009 and Chair for 2010

Discussed the need to update and amend current QBS Bylaws to reflect this leadership rotation and reflect current and potential future governance and responsibility to sponsor organizations. Bylaw update anticipated for January 2009, draft to be prepared by Frank Harrison.

- b. Orientation of new Board members. Discussed need for orientation of new Board members. Current members felt it took a year to really begin to understand what the Board was really doing. The orientation will be held in January 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.
  - c. 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
    - iii. Annual QBS Award
    - iv. Legislative Action
4. Newsletters will be prepared twice a year, January and late summer by the coordinator.

Newsletters/newsletter material will be distributed to sponsor organizations electronically for website posting and inclusion in emails to membership. QBS will not mass mail newsletters. The newsletter will serve as an accountability tool to advise sponsor organizations of QBS activities beneficial to their organization. Directors from each sponsor organization will also report on activities to respective organizations.

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

5. Discussed APWA Management Conference, May 7 & 8. Mike Fink of the City of Fountain will give a presentation as to the value QBS brings to his municipality. This opportunity was brought to the Board by Kevin Bergschneider, HDR. His desire was to have "someone from an Owner Entity" explain the benefits of QBS to his organization and constituents. The Board considered this a very positive opportunity and will explore additional similar opportunities with APWA and other organizations in 2009.
6. Discussed use of Technical Advisors. Suggestion made to resume orientation of TA's and possibly engage them in a strategic planning and orientation retreat to set direction and focus.

**Follow-up Action Items:**

1. **SUE:** Revise the QBS/CO-2009 Focus and Goals Document into a Recruitment Document and forward to Member Organizations to use as a recruiting tool for new Board Members.
2. **SUE:** compile a list of agencies and put in three categories – Using QBS, Hybrid (Partial)QBS and not using QBS for consultant selection.
3. **PAUL/TRACY/SUE:** Develop orientation agenda and materials. Schedule orientation session at ACEC offices in late January 2009.
4. **SUE:** Provide recruiting information to sponsoring organizations including Director term, QBS mission and initiatives, recent newsletters, and recent "good news" items such as the APWA request for an Owner speaker for the May 2009 Management Conference.
5. **FRANK:** prepare draft revised Bylaws and present to Board in January 2009 meeting.
6. **ALL:** Review Small Projects Plan before January meeting. Discuss and adopt at January meeting
7. **CAROLYN/SUE:** check with Roy on intent and ability to serve on the Board for balance of his term.
8. **PAUL:** Reminder call to ongoing Board members just prior to January meeting.
9. **PAUL;** Develop 2009 budget for presentation to Board in January meeting.

The next meeting is **January 8** at 7 am, ACEC/CO office.

The meeting concluded at 9:00 am