

**MEETING REPORT**  
**QBS Colorado - Directors**  
**January 14, 2010**

The QBS Colorado Director's meeting was called to order by Andy Garner at 7:15 am, January 14, 2010, in the ACEC of Colorado Conference Room. Those present were: Joonho Yo, Paul Bakken and Dan Akin (teleconference), Ceila Rethamel, Marilen Reimer and Sue Bertram. Mike Fink and Tracy Lyman were unable to attend.

1. Meeting Report from December 2009 was accepted. QBS Budget through 01/05/2010 was accepted. The 2010 Budget has been finalized and accepted.
2. Discussion was had regarding attendance and speaking during public comment session at Planning Commission/City Council/Jurisdictional meetings. Need to decide on one Municipality/City/County.
3. It was agreed to pursue contact with the RMPGA to eventually influence City Councils/City Managers/Count Administrators. Sue and Mike will continue with those contacts.
4. RFP's received to date were briefly reviewed. Contacts continue to be made by Directors.
5. It was agreed that the Successful Projects Notebooks will be phased out.. The information contained in the books is all on the website. Andy and Sue will research having the info (possibly the entire website) on CDs or thumb drives that will be available to give/mail to individuals and agencies.
6. 2009 Board Initiatives
  - i. Outreach – Newsletter, Lecture Opportunities, Bi-Annual Forum – Andy
    1. Newsletter should be ready for distribution by the end of the month
  - ii. Owner Outreach – Purchasing Agents/CML/APWA
  - iii. Watchdog Activity/RFP – Dan
  - iv. Legislative Action – Dan and Joonho
  - v. Award - All
7. Sponsorship – In order to generate additional income the Board will consider offering *Affiliate/Associate Sponsorships or Memberships*. These opportunities would allow companies/organizations to financially contribute to the success of QBS but not have a seat on the Board. Amounts in the range of \$200.00-\$1000.00 were discussed. No decisions were made other than this must be pursued. Tabled for future discussion.
8. We discussed new advertising opportunities and the potential impact. Paul and Sue will research possibilities. APWA's spring management conference, the Fall AIA conference, and February's E-week activities are included in upcoming opportunities.
9. DOLA – Marilen and Lauren Evans, PE to schedule a second meeting with Susan Kirkpatrick. If unable to schedule the Small Projects brochure and letter will be emailed.
10. The following have agreed to act as QBS referrals: Larry Catalano, Aurora Water; Mike Fink, City of Fountain Utilities and Owen Randall, Ft. Collins Utilities.

**Follow-up Action Items:**

No.	Item Description	Assigned	Due Date
1	Draft suggested paragraph regarding the QBS overall process for QBS website.	JOONHO	
2	Research CSU-CM School contacts and DOLA Rep.	JOONHO	
3	RMPGA attendance, sponsorship, presentation, etc.	MIKE/SUE	
4	Affiliate Members	ANDY/PAUL/ALL	
5	CDs/Thumb Drives	ANDY/SUE	
6	APWA May Mgmt Conference Sponsorship	SUE	
7	AIA Design Conference Sponsorship	SUE	
8	Engineers Week-PEC	PAUL	
9	Legislative Day-Marilen Feb 3 <sup>rd</sup>	SUE	
10	Re-send reminder to sponsoring organizations for RFP's.	SUE	
11	Full QBS, Hybrid (Partial) QBS and not using QBS for consultant selection list.	SUE	
12	Future Board member recruitment notices, send to organizations in September.	SUE	
13	Contact P. Marxhausen for potential CSU, CU, UCD referrals for presentations.	ANDY	
14	Chose one Municipality (Ft Collins/Owen?)	Tracy	

The next meeting is February 11<sup>th</sup> at 7 am, ACEC/CO office; Sue to provide refreshments. The meeting concluded at 8:45 am.