

MEETING NOTES
QBS Colorado - Directors
May 14, 2009

The QBS Colorado Director's meeting was called to order by Paul Bakken at 7:10 am, May 14, 2009, in the ACEC of Colorado Conference Room. Those present were: Carolyn Hunter (teleconference), Andy Garner, Tracy Lyman, Joonho Yo, Marilen Reimer and Sue Bertram. Steve Bryant, Dave Hughes, Kristen Stroh and Mike Fink were absent.

Due to the absence of four Directors we were unable to vote on items. We took this opportunity to work through the "QBS Small Projects Document" that Carolyn Hunter and Al Claybourn have, with great professionalism and diligence created.

The following "assignments" were taken on in order to finalize this prior to the next QBS monthly meeting scheduled for June 11th.

Carolyn – add newly created items, bullet points and words. Email to Sue for distribution.

Sue – contact Greg Sekera regarding DOLA's contract language, anything specific and will Greg champion the QBS document to the ACEC Board at the June Board meeting. Locate DOLA's *Contracting for Professional Services* document on the DOLA website and forward to all. Update the QBS letter addressed to DOLA, forward to Andy for finalization. Once completed obtain the signatures of the presidents/directors of our sponsoring organizations.

Andy – will merge Al and Carolyn's documents in to one concise, professional format.

The meeting concluded at 9:00 am.