

**MEETING REPORT**  
**QBS Colorado - Directors**  
**February 11, 2010**

The QBS Colorado Director's meeting was called to order by Tracy Lyman at 7:12 am, February 11, 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 was unable to attend.

1. Meeting Report from January 2010 was accepted. QBS Budget through 02/08/10 was 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. Representatives from Agencies who attended the Forum to be emailed Directors.
3. It was agreed to register QBS Colorado with the Secretary of State and add the current chair as a signer on the bank accounts.
4. It was agreed to pursue contact with the RMPGA to eventually influence City Councils/City Managers/County Administrators. Sue and Mike will continue with those contacts.
5. RFP's received to date were not discussed.
6. 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. Prices were obtained however no discussion was had.
7. 2009 Board Initiatives
  - i. Outreach – Newsletter, Lecture Opportunities, Bi-Annual Forum – Andy
    1. Andy and Paul have made presentations and continue to make presentations
    2. Newsletter to be distributed by the end of the week of Feb. 19<sup>th</sup>.
    3. Bring TAs together for a meeting
  - ii. Owner Outreach – Purchasing Agents/CML/APWA
  - iii. Watchdog Activity/RFP – Dan – no discussion
  - iv. Legislative Action – Dan and Joonho – no discussion
  - v. Award – All – no discussion
8. 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. No discussion was had.
9. New advertising opportunities continue to be discussed.
10. DOLA – Marilen to schedule a second meeting with Susan Kirkpatrick and work QBS in to the discussion, Dan volunteered to attend meeting. Review the DOLA contract on their website.
11. Sue and Andy to speak on behalf of QBS at the Feb 19<sup>th</sup> AIA Board of Directors meeting.

**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 – QBS session confirmed for May 13 <sup>th</sup>	SUE	
7	AIA Design Conference Sponsorship	SUE	
8	Engineers Week-PEC	PAUL	
9.	Register with Secretary of State	SUE	Feb 26
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	ongoing
14	Chose one Municipality (Ft Collins/Owen?)	Tracy	

The next meeting is March 11<sup>th</sup> at 7 am, ACEC/CO office; Andy to provide refreshments. The meeting concluded at 9:04 am.

