

MEETING REPORT
QBSColorado - Directors
November 13, 2008

The QBSColorado Director's meeting was called to order by Paul Bakken at 7:15 am, November 13, 2008, in the ACEC of Colorado Conference Room. Those present were: Scott Beck, Carolyn Hunter, Tracy Lyman and Sue Bertram. Jack Swanzy, Frank Harrison, Dave Hughes, Roy Blythe, Steve Bryant, Marilyn Reimer and Stan Welton were absent.

With only **four** Directors in attendance at today's meeting we were unable to follow the Agenda. The following items were discussed.

1. RFP follow-up procedures and keeping the word out to our "constituents" that they need to send us RFPs.
 - a. Agreed a monthly e-mail reminder to "constituents" will be done starting in Dec. 2008.
 - b. Discussed process for follow-up to RFP's
 - i. Review and determine it does not follow QBS; either it is completely price based or it uses qualifications in combination with price.
 - ii. Sue sends one of two letters to the issuing agency/person.
 - iii. Within two weeks, Board member contacts the agency/person and offers to provide more information and contacts at Agencies who use QBS and can discuss the benefits that have accrued for their constituents.
2. 2009 Chair and replacing Directors due to expiring terms.
 - a. Several Directors will leave in January 2008. Departing Directors and Marilen Reimer, ACEC and Sonia/Heidi of AIA responsible for finding replacements.
 - b. Paul Bakken willing to serve another year as Chair.
 - c. Carolyn Hunter willing to serve another part-year to complete Small Projects Process. Would also serve on subcommittee for Small Projects with new Director from AIA.
 - d. Tracy Lyman considering Vice-Chair position pending development of new leadership rotation approach.
3. Lack of commitment from Directors; recognized this as a problem past several years. Discussed reason(s) and agreed mostly due to lack of focus, direction and leadership in the group. Discussed possible improvements including:
 - a. Bringing new focus for mission and objectives of QBSColorado.
 - b. Asking for commitment from Board Members: 3 consecutive absences from monthly meetings or miss more than 1/3 of the meetings in a year considered inactive and removed from the Board.
 - c. Asking active participation of each Board member to advance one of the Focus Initiatives of QBS.
 - d. Recommend making this known to prospective Board members during recruiting effort from now until end of Dec. 2008.
4. December meeting topic and focus; adopt a plan for the Strategic Direction and Focus for 2009.
5. The ACEC study has been completed however, the results have not been released. Discussion of when will be released and why delay occurred.

Follow-up Action Items:

5. Carolyn will complete draft Small Projects Plan for Board review. Will not be on Agenda for December 2008 meeting but Board Members can review, comment and be ready to discuss/adopt in January 2008. This is needed for follow-up discussions with DOLA.
6. **Paul** will telephone each Board Member just prior to December's meeting to remind of meeting.
7. **Paul** and **Tracy** will create a draft Strategic Direction and Focus Plan to present to the Board at the Dec. 11 meeting.
8. The next meeting is **December 11th** at 7 am, ACEC/CO office. **This is a very important meeting please make every effort to attend.**

The meeting concluded at 9:00 am