

MEETING REPORT
QBS Colorado - Directors
November 12, 2009

The QBS Colorado Director's meeting was called to order by Paul Bakken at 7:10 am, November 12, 2009, in the ACEC of Colorado Conference Room. Those present were: Carolyn Hunter and Mike Fink (teleconference), Andy Garner, Tracy Lyman, Ceila Rethamel, Marilen Reimer, Joonho Yo and Sue Bertram. Dan Akin was absent.

1. Meeting Report from October 2009 was accepted. QBS Budget summary through 11/06/2009 was accepted. Tracy Lyman will be serving as Chair for 2010 with Dan Akin as Vice Chair.
2. Board Member openings- we welcome Ceila Rethamel, PE, LEED AP from WH Pacific to the Board. Ceila will be representing ACEC. Carolyn will be leaving at the end of 2009, AIA will have two openings. AIA is actively recruiting to fill the vacancies.
3. 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 to target initially.
4. It was agreed to pursue contact with the "Purchasing Agent Group" to eventually influence City Councils/City Managers/County Administrators. Paul was going to contact Rick Coldsnow for name and contact information.
5. RFP's received to date were briefly reviewed. Contacts continue to be made by Directors.
6. Forum was held on Tuesday, October 20th, with approximately 40 attendees. Guests represented private and public agencies and municipalities. The speakers were interesting and informative. All agree it was a success. The next Forum will be held in 2011. It was decided that sponsors will be recruited to defray costs. Mike Fink would follow up with CML and Sue will contact the PA from El Paso County that attended the Forum. Paul was going to follow up with NSPE Colorado. Sue should send summary of comments for Carolyn's information. Need to find a way to get into the legal arenas of the various agencies.
7. 2009 Board Initiatives
 - i. Outreach – Newsletter, Lecture Opportunities, Bi-Annual Breakfast Program – Andy
 - ii. Watchdog Activity/RFP – Dan
 - iii. Legislative Action – Dan and Joonho
 - iv. Award - Paul
8. Small Projects – Andy will make some updates and it will be final at the December meeting.
9. We discussed new advertising opportunities and the potential impact. Paul and Sue will research possible dates with APWA for additional presentations.
10. 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.
11. 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.
12. The board will discuss the Coordinator responsibilities and compensation at the beginning of the next meeting. Sue to join the next meeting at 7:30 AM.

Follow-up Action Items:

1. **JOONHO:** Draft suggested paragraph regarding the QBS overall process for QBS website.
2. **JOONHO:** Research CSU-CM School contacts and DOLA Rep.
3. **SUE:** Re-send reminder to sponsoring organizations for RFP's.
4. **SUE:** Full QBS, Hybrid (Partial) QBS and not using QBS for consultant selection list.
5. **SUE:** Future Board member recruitment notices, send to organizations in September.
6. **ANDY:** Contact P. Marxhausen for potential CSU, CU, UCD referrals for presentations.

The next meeting is December 10th at 7 am, ACEC/CO office. **Joonho** to provide refreshments.

The meeting concluded at 9:05 am