

**MEETING REPORT
QBS Colorado - Directors
December 10, 2009**

The QBS Colorado Director's meeting was called to order by Paul Bakken at 7:00 am, December 10, 2009, in the ACEC of Colorado Conference Room. Those present were: Carolyn Hunter, Joonho Yo and Tracy Lyman (teleconference), Andy Garner, Ceila Rethamel, Dan Akin and Sue Bertram. Mike Fink and Marilen Reimer were unable to attend.

1. Meeting Report from November 2009 was accepted. QBS Budget summary through 12/03/2009 was accepted. The 2010 Budget has not been finalized.
2. Carolyn Hunter, AIA, LEED AP will be leaving the Board at the end of 2009. Carolyn was a very active Director for four years and was able to bring the Small Projects Process to completion. AIA is actively recruiting to fill her vacancy and the other AIA vacancy.
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.
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 briefly reviewed. We agreed to have about 6 months of RFP followup continue on the 2010 list. Everyone agreed that we needed to bring more RFPs to the groups' attention. Contacts continue to be made by Directors.
6. It was agreed that the Successful Projects Notebooks will be phased out. While the information is still critical to our success the delivery system has changed. 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.
7. 2009 Board Initiatives
 - i. Outreach – Newsletter, Lecture Opportunities, Bi-Annual Forum – Andy
 1. Newsletter articles may include the Breakfast Forum, Small Projects Flyer, past Award presentation, the updated website.
 - ii. Owner Outreach – Purchasing Agents/CML/APWA
 - iii. Watchdog Activity/RFP – Dan
 - iv. Legislative Action – Dan and Joonho
 - v. Award - All
8. Small Projects – Andy will make the final updates with Carolyn's input and it will be complete for the January meeting. We will need to re-post the copy on the website.
9. 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. We need to consider the possible legal/tax implications.
10. 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.
11. 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.
12. 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-Legalities	ANDY/PAUL/SUE	
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/Sonia	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	

The next meeting is January 14th at 7 am, ACEC/CO office; Ceila to provide refreshments. The meeting concluded at 8:47am.