



Right of Way Consultant's Council Meeting Minutes
June 28, 2010
IRWA, Calgary, Alberta

Board Members Present: D. Wade Brown, Chair (via phone); Kerry Malone, Vice-Chair; Denise Jackson, Treasurer (via phone); Daryl Knobbe, Secretary (via phone); Steve Benson, Member-at-Large; Lisa Harrison, Member-at-Large; Ray Armstrong, Member-at-Large; Teri Morgan, Member-at-Large; Joe Coates, Member-at-Large

Others Present: Charlie Davis (via phone), Faith Roland, Deborah Williamson, Ben Ward, Mark Janicki, Jerry Colburn, Trent Oglesby, Bill Wermund, Lily Khari, Candy Spitzer

*The meeting began with the Treasurer's Report. It indicated there are 28 members but was missing our two newest members; Rowland Resources & Half Associates. The treasurer's report will be amended to include these two firms. The current account balance is \$34,076.97. A motion was made by Steve Benson and seconded by Ben Ward to approve the Treasurer's Report. All voted in favor.

*Next item were the minutes from the April 20, 2010 meeting. The minutes had been previously posted and approved via e-mail.

*Website – Wade reminded everyone there is a survey on the website and there has only been one response to date. Wade asked that everyone take a look at the survey. Wade also said that he has created a facebook page for the Council but advised if there is someone more familiar with facebook he would like for them to consider taking it over. Wade asked that anyone interested please contact him.

Ray asked if the website handles voting and Wade advised that it does and that it holds to the one vote per company. Ben complimented the new website.

*Bylaws changes – Joe and Wade had circulated an email with Joe's suggested changes. There was significant discussion as to Article IV Section 3 as it relates to what should constitute a quorum in various situations. A consensus was reached and Joe agreed to revise the By-laws to reflect what was discussed at this meeting and circulate it for another review before a vote is taken on the changes.

*IRWA Magazine – Wade asked for suggestions for the next consultant roundtable for the IRWA magazine. The articles are actually already assigned for the next issue so this discussion is for the following issue.

Kerry suggested something along the line of “Challenges in the RFP Process from the consultant’s perspective” or “What constitutes a good RFP.” Ben suggested something along the lines of “Expectations of and use of DBE firms.” Teri suggested that if we do the articles Kerry suggested, a good idea may be a follow up/response from those who do the contracting.

Wade will present these topics to IRWA for their approval. Once we have topics approved Wade will offer our newest members (Faith Roland & Mark Janicki) the first opportunity to write on the topics. From there Wade will continue his practice of rotating the opportunity to the various member companies.

*Lisa advised that IRWA’s IEC would like for the Council to discuss the possibility of having the Council officially sponsor a mixer at the International conference. Lisa needed to leave for another appointment so this will be discussed more at our next meeting.

*Professional Standards – Wade advised that he had heard from some an interest in making our standards a little “meatier” so he wanted to throw it out there for discussion. There did not appear to be much interest so the topic was dropped.

*TXDOT consultant liaison committee – Teri asked for a better understanding as to the Council’s goal for this liaison committee. Charlie advised that he viewed the goal to be able to get the ear of the executive branch of TXDOT and let them know what we do and the benefits we provide. We would let them know best practices as it relates to both contracting and project implementation and to hopefully have a say in any changes to the procurement process. He said TXDOT has the same kinds of committees for design and construction firms. Charlie advised that he sees the first meeting between TXDOT and the Council to establish an agenda and then the Council representatives will bring this back to the Council as a whole. He also advised there has been a discussion that one meeting a year with TXDOT would include all consultants and not just the Council’s representatives.

Lisa said she wants to make sure that the Council’s reps speak for the Council and not for themselves as individual firms.

Wade said that today what he really wanted to discuss was how we will select who will be on the committee and how many members we should have on the committee.

There was some discussion that 3-4 representatives would be a good number.

Joe suggested that anyone who wants to be on the committee should submit their name for consideration and then there is a vote of the entire membership. The question arose of the terms of the representatives and should they be staggered.

Charlie suggested that the Council Chair should be an automatic representative but Kerry brought up that the Council Chair could be someone whose firm is not in the public sector and thus would not have much interest in being on the committee.

It was agreed that this topic deserved a lot more discussion so Wade will set up a conference call for sometime in mid-July.

*SR/WA – Due to time constraints this topic was shelved until the next meeting.

*Installation of new board members – In May three persons were voted to the board; Wade Brown, Charlie Davis and Jerry Colburn. These members were admitted to the Board of Directors.

Next item was selection of officers. A motion was made for the following:

Wade Brown – Chair

Kerry Malone – Vice-Chair

Charlie Davis – Treasurer

Daryl Knobbe – Secretary

These members were approved as officers for the indicated positions.

Meeting was adjourned.