

## Consultants Council

Minutes of 12/9/03 Board Meeting

Time: 9:00 AM

Meeting Place: Radisson Hotel in Ft. Worth, Texas

Board Members Present: Charlie Davis, Lisa Harrison, Mark Bilyeu, Ray Armstrong, Wade Brown, Kerry Malone, Bill Miller

Quorum: Yes

Guests / Members: Howard Armstrong from IRWA; Dinise Lucas from Associated R/W Services, Inc.; Ray Ferguson from R/W Associates, Inc. and Kathy Maxwell from American Acquisition Group, Inc.

Minutes taken by Wade Brown in Michael Mitchell's absence

### **I Introductions and overview by Charlie Davis**

### **II. Treasurer's Report by Mark Bilyeu**

- \$1,349.99 balance plus a \$307.59 deposit refund from Caesars Palace will bring the current balance to \$1,657.58
- \$10,039.45 has been paid to Quixion. Ray Armstrong to confirm there is no outstanding balance to Quixion with the exception of the annual hosting fee of \$219.45

### **III Approval of Minutes**

- Were not formally read or approved

### **IV Voting Results on Future of Council – All**

- Group discussion on continued difficulty or easiness of utilizing the website.
- Discussion on errors occurring when trying the most recent voting requests for new member or user applications. Ray Armstrong clarified the reasoning for the errors were due to a “no” vote by a board member. He did confirm that there was no follow up discussion by the board members or no action taken from that point and the board should come up with a plan of action, i.e. a committee who would inquire to the applicant for more information so that there application could be approved. The board agreed to follow up in a timely fashion with each other when a no vote has been issued.
- The website was accessed to find out the results of the straw poll vote by the members on whether or not to separate from the IRWA. It was discovered the vote was 100% by members who voted to separate from IRWA. It was not known what amount of members this vote included. Discussion then centered on whether there was sufficient time for the members to vote on this issue, were website confusion or error prevent members from voting and was it appropriate to officially vote as a board to formally announce to IRWA of the separation intent. Howard Armstrong of IRWA confirmed that IRWA does wish to know an answer soon and that they would have liked to known earlier for next year's tax purposes. The group then decided that based on the general consensus to separate received

by the members in September and with the current vote registered on the website that a vote should occur to formally inform IRWA that the Consultant's Council would separate. However, notification would be sent to all the members by regular email with a small time frame for any comments before doing so. A motion was made by Ray Armstrong, seconded by Bill Miller. Six votes in favor of the motion, 1 abstain from Lisa Harrison.

## **V General Discussion and Next Steps for the Council**

- Charlie Davis advised upcoming events / items for consideration by the Council being:
  1. Charlie's informative article on the Council has been submitted to IRWA for their magazine and should be in the March publication
  2. Agenda for AASHTO
  3. Costs and recommendation from Larre Sloan on incorporating as a non-profit organization.
- Charlie Davis advised that he is to communicate with Larre Sloan on the incorporating process and costs so that it can be distributed to the board for authorization to move forward. The goal is to have everything in place for incorporation by the end of the 1<sup>st</sup> quarter on February 29, 2004.
- There was board concern and discussion over possible insufficient funds to pay for the incorporating process and solutions if this occurred.
- Group discussion and concern from Lisa Harrison and Mark Bilyeu's concern to keep motivation for going forward with the Council, recruiting new members and showing member benefit prior to the meeting in Seattle.
- It was decided by the board to begin now for planning a Question and Answer Session with professional liability insurance underwriters at AASHTO. Mark Bilyeu advised the board of him and Charlie meeting with his current insurance carrier and that he was willing to attend the session in Seattle. It was decided that Charlie Davis would request insurance carrier information from all members of the Council to be provided to Mark Bilyeu who would begin to orchestrate the session with as many insurance brokers, agents and underwriters in hopes of moving forward with an insurance plan offered to the members as a result of being in the Council. Howard Armstrong briefed the board on a similar insurance plan previously offered by IRWA and how it could work for the Council where only members received the plan versus just getting the underwriters educated for anyone to just get the benefit without joining the Council. Charlie is send this request via email immediately so this can all be arranged well in advance of AASHTO and in time for their planning purposes. The session is being requested from AASHTO to be held on May 10, 2004.
- Kerry Malone presented the board with 2 drafts of the marketing letter discussed in the previous membership meeting for members to send out to their client list. The board approved putting this draft on the website for members to use at their discretion and nominal changes.

- Brainstorming ideas for the future included: Lisa Harrison's request that all board members be proactive in recruiting and actual telephone solicitation to prospective members and users and a simple tri-fold brochure that could be an item put in people's hand to remember. It was decided to have these brochures made up for the Federal Regulation Update meeting in Washington DC in January. Charlie Davis is to make up the brochure from ideas discussed by the board and Bill Miller volunteered to make the color copies and distribute at the Federal meeting. It was agreed to have these brochures available to use as an attachment to the marketing letter as well as all upcoming events in Seattle and the IRWA convention in June. Additional ideas included having the logo put on all existing members banner/booth at upcoming conventions, as well as other firm ads, the IRWA magazine, etc.
- Lisa Harrison requested information from the membership on licensing as requested in the previous meeting. Charlie Davis said he would follow up on this issue for a finding at the next meeting.
- Charlie Davis is to send out an informational email regularly and in the website to advise of the board recommendations for actions in the upcoming year, events upcoming, announcement of separating from the IRWA for any comments and also information on insurance carriers so that it can be compiled for a good session at AASHTO.

## **VI Vote on Open Board Position and Board Secretary**

- Michael Mitchell, Secretary for the board, informed Charlie Davis of his resignation from the board position due to obligations that would prevent him from fulfilling the position. Charlie Davis advised that the board must vote for a new board member to fill the vacant position until the end of the term in 5/04 and for a new secretary.
- Dinise Lucas, in attendance as a guest at this meeting, was nominated by Charlie Davis who also motioned to accept her as the new board member to replace Michael Mitchell. It was seconded by Bill Miller and unanimously approved.
- Charlie Davis also nominated existing board member Wade Brown to fill the secretary position since he has been taking the minutes in Michael Mitchell's absence and made a motion for acceptance. It was seconded by Bill Miller and unanimously approved.

## **VII Next Meeting Time and Location**

Next board meeting will be on May 9, 2004 from 1pm to 5pm in Seattle, WA in conjunction with AASHTO.

Motion by Charlie Davis to adjourn, seconded by Wade Brown at 12:30 pm