

## ROWCC Member Meeting Minutes

Innisbrook Resort – Palm Harbor, FL

January 22, 2016

- Call to order – Faith
- Roll call – quorum (Faith, Kerry, Jerry, Wade, Cash, Trent)
- Member Minutes of October 17, 2015 presented for approval – motion to approve by Kerry; second by Jerry. Approved.
- Trent and David Martin (CLS legal) describing the position descriptions being proposed for consideration by the membership
- Discussion: edits to years' experience on non-exempt positions, clerk position added to list, all descriptions will be submitted to Council attorney Ted Smith for review. David Martin will submit changes to Trent and then submitted to Ted. 30 day turn around.
- Rollout of approved descriptions for official member vote and adoption by March 1 with goal to present to next pipeline committee meeting in April in San Antonio, Tx as Council adopted standards to comply to DOL requirements for exempt and non-exempt classifications.
- Ted to be compensated for review of the positions and also message for membership to use to convey to employees when position changes are used along with transition to different methods of compensation to be in compliance with labor laws.
- Kerry suggested after presentations and rollout of this council adopted position recommendations, an article be written for IRWA magazine. This to be done by Faith.
- Master Services Agreement – proposed draft presented by David Martin of CLS. Discussion.
  - Faith directed revisions be complete and ready for rollout at AASHTO
  - As recommended by Brent Leftwich, to present this and the position descriptions at next Pipeline Committee could be overwhelming. Group agreed with AASHTO as goal date to be presented by the subcommittee and led by David Martin and Ted Smith.
- Action Items: Faith reviewed previously identified firms that members were to recruit for membership and status of those contacts.
- ROWCC Seal – Kerry advised the terms of use has been sent out previously but will be resent by Jim Walker now that a seal has been voted on, for any comment or question.
- Ten Reasons to be a member company – Kerry advised this has been sent out electronically as well, but will be resent (Jim Walker) for anymore comment.
- Other Partner Meetings – recommendations to research possible meeting in conjunction with the SGA conference July 25-27 in Houston, Tx.
- Future Meetings
  - AASHTO Orlando, FL May 1-5 – panel presentation to Right of Way Directors on the proposed master services agreement
  - Annual Conference Nashville, TN June 12-15 – booth space being donated by Roland Resources, Inc. for use by ROWCC booth. The hope is to have a large banner with the new ROWCC seal surrounded by logos of all the members. Faith also said she would plan a Sunday morning board meeting as done previous years in preparation for the Monday member meeting.
- Other – planning for the next meeting at Pipeline Committee will be updated via board tele-conference on a date to be determined.

Adjournment