

Capital Projects Advisory Review Board (CPARB)

JOC Evaluation Committee

Meeting Minutes

Date | time 9/16/2021 2:00 PM | *Call in number:* 1-206-899-2838, Conf ID 421 544 356#

Location: Microsoft Teams

Meeting called by	Linda Shilley
Type of meeting	Monthly Committee
Facilitator	Quinn Dolan
Note taker	Jess Georg

Voting Members:

✓ Quinn Dolan Randy Horn ✓ Aleanna Kondelis ✓
Anna Daeuble Brent LeVander ✓ Eric Lindstrom ✓
Gina Owens ✓ Linda Shilley
✓ Brian Thomas ✓ Amanda Lanier Maja Huff

Invitees:

Bramby Tollen Garrett Buckingham Debra
Delzell Michel Ligtenberg Diana Peterson Jena
Richmond Melissa Van Gorkom ✓ Amanda Witt
Norman Glover Rex Brown Melissa Jordan
✓ Cindy Magruder ✓ Angela Peterson Dan Seydel
✓ Jason Harper

Agenda Items

Topic	Presenter	Time allotted
✓ Welcome and Roll Call	Linda	2 Minutes
✓ Approval of the 8-19-21 Minutes	Linda	2 Minutes
✓ CPARB Meeting results update	Linda/Quinn	10 Minutes
✓ BPG Roll-Out Plan	All	40 Minutes
✓ General Items	All	20 Minutes

Notes

- **Purpose of this Meeting:**

Celebrate CPARB approval to publish and start using the Best Practices Guidelines for training; and to discuss the roll-out plan going forward.

Meeting Notes:

General Items – Members input

Next Meeting

October 21, 2021 at 2:00 p.m.

- Linda: CPARB approval celebration is in order
- Linda: How can we best train all of our JOC partners? CAKE has four different venue workshops in various cities. Virtual workshops see over 100 participants. February of 2022 will be the first one.
- Quinn: “Draft” is written on every page of the best practices document. Can we get this cleaned up and have colors added, etc. Progress the the document along with working links and then publish the PDF separately. Slides after Appendix A, is Appendix B where all of our bibliograpghy documents are.
- Aleanna: Has some questions on the draft PDF and links. She is requesting a final product copy for her review.
- Gina: Has verified all of the links and their names. She will make sure everything is live and accurate. Bookmarks will be added as well with direction to the exact location in Appendix B
- Linda: We will make the effort to included resources within local areas; as a separate page for different regions.
- Quinn: Send out pre-read as it was and then add back-up documents to clean version. Which UW RFP will we be using in the best practice appendix. We can’t recall but will follow-up and decide which one to use.
- Aleanna: Do we want to ask for more specific examples?
- Quinn: Specifically used the ones the owners provided only.
- Linda: During the workshops we can request additional documents if the owners want to provide it. We can get this out through word of mouth as a good start to the document sample library.
- Gina: Will carve out the time to do the editing; she can do this in a couple of weeks.
- Quinn: Will take the lead on talking to the AGC angle. Advise we start with a couple to not get overwhelmed. CAKE committee and P-TAC are great to build initially from. Figuring a six hour workshop. (One whole day.)
- Eric: Design Build Class had some exercises to keep attendees engaged. More dialogue questions for new people led to a longer workshop. More experienced people wanted a certification and it went a lot faster. RFP process was the best exercise and having a wide spectrum of individual participants was helpful.
- Aleanna: We need planning and practice meetings to get ready to present.
- Linda: Looking for volunteers to present; we need run-through sessions. If we can have contractors participate it would be great to share perspectives. This, takes time to do but worth it and fun. If you are interested please let us know.
- Eric: Schedule practices.
- Quinn: People are willing to present but focus should stay on “how” it is being presented. We would follow the open meeting requirement. Three or four members could get together but that can’t be considered a business meeting. We need a separate meeting from our usual to prepare.
- Aleanna: Reach out to Randy to speak about Gordian content again. There were Gordian corporate rules previously.

- Quinn: We gave reporting recommendation. CPARB will ask for the data now (is the perception.) This is on stand-by because it was not mentioned.
- Do we still need to have a committee meeting? Have we completed the mission?
- Linda: Janice at CPARB commented that BPG was an exciting development and that the committee can be desolved.
- Aleanna: Shouldn't be disbanded but transformed into an administrative committee.
- Quinn: Going to a quarterly meeting would work. Let's write up a memo for the next meeting on how we see the committee evolving.
- Linda: Thanks to everyone! Next meeting will be on Oct 21, 2021