

**MINUTES OF A MEETING
OF THE VIRGINIA STATE BAR
CONSTRUCTION LAW AND
PUBLIC CONTRACTS SECTION**

September 14, 2004
Richmond, Virginia

I. CALL TO ORDER

Mr. Hughes called the meeting to order at 12:05 p.m. Present in person were Timothy Hughes, Kristan Burch, Jack Rephan, Elain Jordan, and William Mauck. Present by telephone were the Honorable Richard Alderman, Greg St. Ours, Todd Metz, Matthew Pritts, Christine McAnney, and James Barkley.

II. APPROVAL OF MINUTES

Minutes of the June 18, 2004 Board Meeting were approved.

III. CHAIR REPORT - Mr. Hughes

A. Mr. Hughes presented the finance report. The Virginia State Bar apparently will not be backcharging the Section for costs exceeding the 2003-2004 budget. The budget estimate is \$10,400. Assuming we cap page limits for the Newsletter, this should permit printing of two Newsletters, transmission of disks for the Handbook, and the other assorted section expenses for the year.

IV. FALL PROGRAM COMMITTEE – Ms. McAnney and Ms. Jordan

Ms. Jordan and Ms. McAnney reported that the Fall Program is on track with speakers and topics. Outlines are scheduled as due for October 1, 2003. The Mock Trial segment has been addressed. Letters confirming arrangements are being sent out to all of the speakers.

Mr. Metts is arranging for a poster of all sponsors for the cocktail hour. Mr. Hearne is responsible for coordinating sponsors. Ms. McAnney will follow up with Mr. Hearne. Ms. Jordan is developing a list of all former Board members for recognition at the 25th Annual Program.

V. SPRING PROGRAM

Ms. Burch and Mr. Rephan will constitute the Spring Program Committee for 2005. A general topic is due on November 19, 2004. The Committee will report at the next Board Meeting at the Boar's Head Inn on November 5, 2004.

VI. NEWSLETTER – Mr. Pritts and Mr. Metts

Mr. Pritts reported on various printing options and expenses. The Board determined that budget constraints would be satisfied if the Newsletter was limited to 100 pages due to binding expenses. Mr. Mauck suggested summaries as a possibility to limiting length. In addition, Mr. Mauck suggested a table of contents. Mr. Pritts further suggested increasing article treatments for the newsletter as well as a potential e-mail "opt-in" for scanned opinions.

The next Newsletter will meet page limits and have a table of contents/index. Other measures will be discussed further.

VII. HANDBOOK – Mr. Marston and Mr. St. Ours

Mr. Marston and Mr. St. Ours report that the Handbook is done. The Handbook will be shipped shortly.

VIII. ADJOURNMENT

The meeting was adjourned at 12:53 p.m.

Timothy R. Hughes, Chair
(for Elaine Jordan, Secretary)

APPROVED:

Christine McAnney, Chair