

**VIRGINIA STATE BAR
CONSTRUCTION LAW AND
PUBLIC CONTRACTS SECTION
BOARD OF GOVERNORS MEETING**

September 21, 2006 at 12:00 p.m..
Virginia State Bar Building
Richmond, Virginia

I. CALL TO ORDER

The meeting was called to order at 12:00 p.m. by Elaine Jordan, Chair. The following members of the Board of Governors were present: Jordan, Mauck, McGrath and

Moore. The following participated by telephone: Metz, Barkley, Rosser, Rephan, Howley, Marston, Pritts, St. Ours and Smith. The following additional individuals participated in the meeting: Link Christin from the VACLE and Dolly Shaffner, from the VSB. Kozak, Burch and Alderman were unable to participate.

II. APPROVAL OF MINUTES AND DISCUSSION OF CD WITH MINUTES OF BOARD MEETINGS

The Minutes of the June 16, 2006 Annual Meeting in Virginia Beach, Virginia were unanimously approved. It was reported that the Minutes of all of the Construction Law and Public Contracts Section meetings have been scanned in and placed on a CD. It was decided that a number of other materials should be scanned in and placed on the CD, including an index of the programs, the list of the Board Members, and any other items that come before the Board. These items should be submitted to the Secretary, in electronic format if possible, for inclusion on the CD.

III. MEMBERSHIP AND FINANCIAL REPORT

Ms. Shaffner reported that the section has money available to perform projects and mailings. The section currently has 674 members, while last year the number was about 700. Due to a computer glitch, the ability to select sections was not on the membership renewal form. A number of lawyers did not join the section this year. The bar staff is trying to contact those who did not rejoin and figure out the extent of the problem. Their best guess is that this may have impacted 26 individuals. The board members volunteered to participate in calling individuals if a list from the bar could be provided.

IV. FALL PROGRAM 2006 AND PROGRAMS IN THE FUTURE

Mr. Barkley, Mr. Pritts and Mr. Devan are on the committee preparing for the fall program. Mr. Barkley reported on the progress of planning for the fall annual seminar program and reviewed the program topics and speakers. Link Christin reviewed the marketing plan for the program and discussed the status of the brochures that will be mailed out within the next few days. An email and possibly a reminder post card will be sent with information about the program. They reported that the marketing plan was on target without any delays. A concern was raised about the availability of hotel rooms at the Boar's Head and they agreed to check on the status of rooms held and report to the Chair.

Mr. Christin raised an issue concerning where the program should be held in the future. He suggested that the section should inquire about other venues, including Kings Mill, Wintergreen, Keswick and the Homestead. He stated that he would make some inquiries and report on his findings. The Chair appointed a committee of Brett Marston, Richard Smith, Jack Rephan, Elaine Jordan and Link Christin to review the information and make a recommendation to the Board.

The Chair reminded everyone on the next Board meeting at 7:30 A.M. on November 3, 2006 at the Boar's Head and that there would be a speaker's dinner on Friday night. Mr. St. Ours reminded everyone of the dinner to be held at the C & O Restaurant on Thursday evening. Mr. Smith reminded the Board of the annual golf outing at Glenmore set for Thursday around 11:30. Board members, present and past, should contact Mr. Smith to be on the list for the outing.

A discussion took place concerning sponsorships for the annual cocktail party. Mr. Metz will send out an email with last year's letter seeking contributions and will coordinate a listing of the sponsoring firms with their logos. This information with a logo in electronic format must be sent to Mr. Metz. All Board members were encouraged to contact their firms and other potential sponsors for contributions. The fee will be \$200.00 this year. The Chair should be kept informed of those firms indicating a willingness to be a sponsor. Mr. Christin suggested that the Board consider having exhibitors as well as sponsors and will present a proposal to the Board with a marketing plan.

IV. ARTICLES FOR THE VSB MAGAZINE

Mr. Rosser and Mr. Barkley reported on the construction and procurement articles submitted for the section's contribution to the bar magazine. These articles should appear in the November issue. They thanked the members for timely submitting the articles and said that everything is on track.

V. NEWSLETTER

Mr. Metz and Mr. Howley reported that the next issue of the Newsletter will have 13 decisions and is on track to come out in a timely manner. A discussion took place about the value of the handbook and the responses to the questionnaire. The issue has come up is it appropriate to continue with the CD of cases and whether the CD is being used enough to justify the work and expense which goes into its publication. This discussion will continue at the next Board meeting

Mr. Marston suggested that the cases for the Newsletter be sent out in March and digested by May in order for the Newsletter to be sent out by the end of June.

VI. WEBSITE

Kristan Burch is working on the website and will provide a report at the next meeting.

VII. COMMITTEE STRUCTURE

The Chair discussed the need to formalize the Board into standing committees which will include non Board members as a way to include and evaluate potential future Board members. The standing committees will be: Fall Seminar, Handbook, Newsletter, Publications, Website, and Summer Seminar. Each Board member will serve on a standing committee and need to inform the Chair of the committees they want to be on. Also they should provide the Chair with names of non Board members who have an interest in serving on a standing committee.

VIII. ADJOURNMENT

There being no further business to come before the meeting, the meeting was adjourned at approximately 1:24 p.m.

Richard F. Smith, Secretary

APPROVED:

Elaine Jordan, Chair