

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

November 5, 2004  
Boar's Head Inn  
Charlottesville, Virginia

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**I. CALL TO ORDER**

Mr. Hughes called the meeting to order at 7:45 a.m. Present in person were Timothy Hughes, Christine McAnney, Greg St. Ours, David Hearne, Kirsten Burch, Matthew Pritts, Jack Rephan, Elaine Jordan, Richard Smith, James Barkley, Brett Marston, Todd Metz, William Mauck, and Bill Devan.

**II. APPROVAL OF MINUTES**

Minutes of the Board meeting held on September 14, 2004, were approved.

**III. SCHEDULE OF MEETINGS FOR REMAINING TERM**

Mr. Hughes indicated that he would send out future meeting dates via email.

**IV. CHAIR'S REPORT**

On finance/budget issues, Mr. Hughes reported that duplication costs of the section's updated CD had been included in the distributed report, but not the mailing costs. The budget should be sufficient to cover all anticipated expenses, although the newsletter mailing may have to be later.

**V. FALL PROGRAM**

Richard Smith, chair of the Fall Program committee, exhibited the seminar notebook. He expressed concerns over possible deficiencies in publicity, as some members had not received the brochures from VaCLE. VaCLE staff indicated that the mailing list had been updated to reflect the current membership of the section and that the attendance numbers were in line with prior years (approximately 100). There was also recognition that, since the MCLE year ended October 31, some people may have already met their requirements before this annual event.

**VI. SPRING PROGRAM 2005**

Ms. Burch and Mr. Rephan had not decided on a topic. Chris McAnney stated that she would get a list of suggestions from the seminar feedback and work with them. It was suggested that the presentation be on a more general topic, and with another section, in order to generate increased attendance. November 19 is the deadline for the topic. All preferred that our section have the 11:00-12:30 time slot.

## **VII. NEWSLETTER**

Mr. Pritts and Mr. Metz reported that the newsletter had just been sent out. They used the table of the contents from the CD as an index and to cross-reference cases. They were able to keep it under 100 pages, but did not print all cases.

## **VIII. HANDBOOK**

As previously reported, the CD was sent out to 654 section members. Apparently, the last 2 digits of phone numbers were missing from the pdf file, and they do not know how it would be fixed. Any revisions would probably have to be carried into next year's budget.

## **IX. OLD BUSINESS**

There was no old business to discuss.

## **X. NEW BUSINESS**

There was no new business to discuss.

## **XI. ADJOURNMENT**

The meeting was adjourned at 8:15 a.m. in order to allow Board members to attend the 25<sup>th</sup> annual seminar.

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Elaine R. Jordan, Secretary

APPROVED:

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Timothy Hughes, Chair