

Discuss Past Co-chair Position

Becky

Discussion: This discussion was tabled since Millard was not present at the meeting.

Conclusions:

Action items:

Person responsible:

Deadline:

Organization Chart

Becky

Discussion: Becky stated that most committee members have provided their start dates so Royce can update the org. chart.

The only person missing is Patty at this time. No mentioned any other changes needed to the org. chart so Royce will post it to the website and upload it into smartsheets.

Conclusions:

Action items:

Person responsible:

Deadline:

Update website and smartsheets with the revised org. chart.

Royce

Pairing/MOU Subcommittee: [15 min]

New Member Packet

Becky

Discussion: The new member packet was drafted per Becky and sent to the group the 21st of the previous month for review.

Becky assumes that it is ok and would like to send it out to the three new firms that were voted in. Becky asked that Royce to check with Millard to find out if there is a letter to send out as well and if Caltrans sends it.

Conclusions:

Action items:

Person responsible:

Deadline:

Send out new member packets

Becky

Inquire about the approval letter with Millard and send out

Royce

Mentor/Protégé Pairings

Sandy

Discussion: Sandy said he still had not received a response from PB, he is trying to pair them with Singh & Associates.

Becky said she had been in contact with Kathy from PB and she could relay the information to her or reach out to her.

Mike had mentioned a Dan Maseo as his contact. Sandy sent Becky Eli's contact info during the meeting and said he would contact Singh & Associates to provide them with an update on that status of the pairing.

Conclusions:

Action items:

Person responsible:

Deadline:

Contact PB to discuss pairing opportunity

Becky

Contact Singh & Associates to provide an update on pairing with PB

Sandy

Member List Review/Surveys to Report

Becky

Milestones and Measure Effectiveness

Discussion: Becky stated the group had voted on the MOU's that were sent over and the withdrawal notices.

Howard is the new contact at Drake Haglan. Royce asked if those that had sent in withdrawal notices were to remain on the email list, Becky said until they request the removal we will leave them on.

Conclusions:

Action items:

None

Person responsible:

Deadline:

Recruitment Subcommittee: [10min]

Contacting firms/ new applications

Mike/Becky

Discussion: Mike stated he hasn't received any response from PB, he is trying to get their new contact there.

CH2M doesn't see the value in joining the program and Kleinfelder will join, Mike is still in contact with them.

Conclusions:

Action items:

Person responsible:

Deadline:

Voting results on new applications

Becky

Discussion: Becky reviewed who submitted their applications and the voting results...

Protégé – Placer Inspection – yes vote (7 of 10 – 3 no response) / Dokken – yes vote (7 of 10 – 3 no response)

Hannah & Drake – yes vote (7 of 10 – 3 no response) / RCJ Protégé – yes vote (6 of 10 – 4 no response)

Becky asked Royce to check with Millard about letters that get sent out either from Caltrans or Calmentor.

Conclusions:

Action items:

Check with Millard about letters and send out

Person responsible:

Royce

Deadline:

Outreach Subcommittee: [10 min]

Social Media

Blake

Discussion: Blake stated he added the flyer to the LinkedIn site for the “Education from DPAC” event.

Conclusions:

Action items:

Person responsible:

Deadline:

ACEC

Becky

Discussion: Becky stated she had requested ACEC to take the lead on the event in March of 2017, however there seems to be some confusion on their role with the program. Becky would like some clarification from Caltrans on this. Royce will ask Millard about this and get back to her. The event is set for March 15, 2017. Dana and Becky will reach out for a speaker. Becky asked the committee to also reach out to their contacts for ideas. ACEC will book the event at a location of their choice (Woodlake or Hilton).

Conclusions:

Action items:

Person responsible:

Deadline:

Reach out for speaker ideas

Becky & Committee

Get clarification on ACEC’s role with the program

Royce

Newsletter

Blake

Discussion: Blake stated he will be meeting with Susan today at 4pm to work on this together. Ravi volunteered to join the conversation by phone to help out.

Conclusions:

Action items:

Person responsible:

Deadline:

Special Events Subcommittee: [5 min]

DPAC – Monday, September 12

Royce

Discussion: Royce provided the update, the room is secured, the flyer was made and sent out by the committee, Caltrans and SB. 31 of the 70 spots were filled so far. Susan is in charge of coffee, pastries and will proceed with getting a quote for that.

Conclusions:

Action items:	Person responsible:	Deadline:
Get quote for pastries and coffee	Susan	
<u>Sponsor's Dinner</u> Becky		
Discussion: Becky said she had spoken with Dustin about taking the lead on this event and he will be looking for some support from his organization. This will be discussed again at the next meeting to confirm who has the lead. There is a suggestion about doing a lunch rather than a dinner, everyone agreed that it would work better. To be held in November.		
Conclusions:		
Action items:	Person responsible:	Deadline:
Confirmation on who will take the lead for this event	Dustin / Becky	
<u>2017 events</u> Becky		
Discussion: Event ideas are: January-pairing lunch (Susan volunteered to take the lead with Sandy on this). March-ACEC (Dustin may possibly take the lead), May-Storm Water / Breakfast with Caltrans, July-Accounting with Natalie Meyers (Becky offered to take the lead), September-Marketing (Mike volunteered to take the lead) and November-Sponsors Dinner.		
Conclusions:		
Action items:	Person responsible:	Deadline:
<u>Financial Statement:</u> Becky		
Discussion: There is currently \$4,751.40 in the account.		
Conclusions:		
Action items:	Person responsible:	Deadline:
<u>Caltrans Update:</u> Millard/Royce/Jenna		
Discussion: No update at this time.		
Conclusions:		
Action items:	Person responsible:	Deadline:

<u>Next Meeting – September 20, 2016</u>		Becky
<u>Discussion:</u>		
<u>Conclusions:</u>		
<u>Action items:</u>	<u>Person responsible:</u>	<u>Deadline:</u>

Other Information

Becky mentioned that they developed quarterly forms which will give them the ability to get the status on Mentors and Protégés pairing progress. She is going to send the link out to the committee to get feedback on the questioned asked before it is sent out to the members. Once approved, the forms can be set up automatically to be sent out quarterly. This will help in the state-wide reporting for Caltrans.