

Calmentor Program, North Region

Meeting Minutes

February 10, 2010

10:00 a.m. – 12:00 a.m.

Steering Committee Members and Subs - Present

Chuck Laughlin, Caltrans
Jim Brainard, REY Engineers, Inc.
Mark Rayback, Wood Rogers
Beth Power, Caltrop
Ted Lidie, Associated Engineering Consultants

Steering Committee Members - Absent

Kim Tremaine, Tremaine & Associates
Majdi Kanaan, ADKO Engineering
Amanda Taylor, A. Taylor Engineering
Christy Corzine, ICF Jones & Stokes
Rick Kaufman, Blackburn Consulting
Jeff Cox – Holdrege & Kull

Guests - Absent

Jan Macias, Caltrans
Terry Donoho, Caltrans

Guests

Leslie Mingo, Caltrans

Welcome/Roll Call

Chuck Laughlin welcomed everyone in attendance and each person introduced themselves.

Approval of Minutes

Last meeting on 1/14/2010 was "No Quorum". Motion accepted by Beth Power and seconded by Jim Brainard. Minutes were approved.

Membership

Protégé application's from Area West Engineer's, Inc. and Blankenship Associates were discussed. Beth Power motioned the application be approved, and Jim Brainard seconded the motion. It was unanimously agreed to add both firms as a protégés.

Sub-Committees Reports

Pairing

Beth Power suggested that Members utilize Clatran's VTC capacity to increase committee member interest and involvement plus decrease travel time.

Recruitment

Chuck Laughlin requested more idea's for recruiting mentors that have enthusiasm and a real desire to participate in the Calmentor Program.

Ted Lidie will team with Beth Power for a recruiting model for the 1st Anniversary Event.

Chuck Laughlin discussed committee member's intentions in regards to resigning their positions in the steering committee due to lack of involvement. Chuck will draft a letter for committee approval by next meeting.

Memorandum of Understanding (MOU)

Christy Corzine was not in attendance therefore MOU's were not discussed in today's meeting.

Special Events

Beth Power discussed the cost of having the 1st Anniversary Event located at the Sacramento Zoo. Due to the high expense of having an event at the Zoo, Beth suggested the Auto Museum. Rent for the entire facility, chairs and conference room was approximately \$1500.00 plus a cleaning fee. Sponsors would be responsible for catering and possible no host bar. Beth will view the proposed location with Jeff Cox and pick a date in May for the event. Beth will also determine a budget and contact Chuck Laughlin with details.

Chuck Laughlin will notify committee members with actual date and time. Chuck will contact Reprographics for brochures, mail-outs and e-mails to advertise this event.

Beth Power discussed the idea of creating a training video that demonstrates the relationship between the mentor and protégé. A visual example of a successful pairing to provide knowledge, understand the kind of questions they should be asking and remove the mystery of what is expected of them if they join the program.

Ted Lidie added to her suggestion by requesting both positive and negative examples be used in the video as lessons learned from both experiences.

Chuck Laughlin agreed that together with Caltrop, there would be enough resources available to put a training video together to be shown at the 1st Anniversary Event.

Web Updates

Terry Donoho of Caltrans keeps the Calmentor web site updated. Please refer to the web site if you would like to know the status on the current pairings.

Closing Business

Jim Brainard motioned and Ted Lidie seconded that Chuck Laughlin adjourn the meeting at 11:30 a.m.

PARKING LOT	
Possible Future Events	Possible Topics for Future Meetings
FTC Workshop	Standardization of consultant services processes and procurement requirements – major discrepancies from region-to-region
DBE/UDBE Presentation	Standardization of State contract form to federal forms – cost savings to firm and SOQ submittals easier with less possibility of errors
Golf Tournament	Adding photo log to A&E website for consultant use
CAAP Presentation	How to create a cost proposal