1. Dave provided the introduction and asked for comments on November minutes.

2. Colleen spoke about Blast Statistics
   - Continuing to send out to all of our contacts on file
   - Need to get more blast ideas – Blasts are sent out the 2nd Tuesday of each month
     - March topic idea: March Madness
     - April topic idea: April fool’s or Easter
   - The question was raised on whether any other QBS organizations send out e-blasts

3. Social Media Presence
   - Twitter and LinkedIn are our two current main sources of social media correspondence
   - Instagram is used for even pictures
   - Follow and Share!

4. We would like to come up with a list of communities that don’t utilize QBS
   - Colleen will share a link with the committee that can be used to anonymously report non-QBS communities
5. Discussion of Presentations and Conferences
   • Submitted an abstract for Road School
     o Craig Parks, Adam Burns and Jeff Clanton to present
     o We should attend this session and encourage our clients to attend this session with us to promote QBS
   • QBS will be represented at the Engineering Leadership Program
   • Dave reached out to ITE and is hoping to present at the transportation seminar in July
   • It was determined that SNOW and DIRT would not be a good target for presentations/booths

6. HB 1374 was discussed
   • Authored by Rep. Soliday
   • Rewrites various statutes related to the IFA
   • QBS is required for P3 project selections

7. QBS Award was discussed
   • To be revealed on Mar. 15th
   • Mike Obergfell to present award

8. Andrew presented on graphics/materials for the QBS brochure
   • Looked at a few states for comparison
   • Michigan was very impressive
     o Invested a large amount of money recently on their site
     o Items clearly presented
     o Easy to navigate
     o Downloadable forms were a plus
   • Florida was not good
   • Ohio was OK
   • Recommendations for our brochure
     o Bullet points and graphics instead of text
     o Visual of the Road to QBS – Rough road for price based, smooth road for QBS
     o Include a flowchart for QBS education
     o Include downloadable forms on the website if possible

9. Goal Progress
   • Email Blast Increase by 50%
     o Still steady
   • More Social Media Presences
     o Dave to follow up with Adam about mentioning social media at road school presentation
   • Give 3 Presentations at Conferences
     o Purdue Road School
     o Leadership Program
     o Environmental Business Funding Sources Conference
   • Presence at 3 Conferences
Purdue Road School
- AIM
- IACC

Action Items:
1. Submit communities not using QBS via form
2. Look for other legislation that may incorporate QBS
3. Update brochure
4. Increase/Develop Social Media presence
5. Reach out to clients who may not be utilizing QBS

Upcoming ACEC Events
12/14/18  Project Management Forum
2/19/18   National Engineer’s Week
2/27/18   RPR Training
3/15/18   Engineering Excellence Awards
4/5/18    Southern Indiana Roundtable Luncheon