

**QBS Committee Meeting Minutes**  
**February 6, 2018 3:30 PM**  
**Offices of CHA Consulting**  
**300 S. Meridian Street**  
**Indianapolis, IN 46225**

**Attendees:**

Name	Firm	E-mail	Present	Call-In
<b>Henkel, Dave</b>	<b>CHA Companies</b>	dhenkel@chacompanies.com	✓	<input type="checkbox"/>
Canfield, Cash	American Structurepoint	ccanfield@structurepoint.com	<input type="checkbox"/>	✓
Al Abbas, Susan	Lochmueller Group	SAlabbas@lochgroup.com	<input type="checkbox"/>	✓
Brown, Brian	EMH&T	bbrown@emht.com	<input type="checkbox"/>	<input type="checkbox"/>
Cochrane, Andrew	Shrewsbury & Associates	acochrane@shrewsusa.com	✓	<input type="checkbox"/>
Combs, Jesse	Bollinger, Lach & Associates	jcombs@bollingerlach.com	<input type="checkbox"/>	✓
Hawkins, Bill	Strand Associates	bill.hawkins@strand.com	✓	<input type="checkbox"/>
Hinds, Shari	USI Consultants	shinds33@aol.com	<input type="checkbox"/>	<input type="checkbox"/>
Kelly, Rodney	the etica group	rkelly@eticagroup.com	<input type="checkbox"/>	<input type="checkbox"/>
Maurovich, Mike	American Structurepoint	mmaurovich@structurepoint.com	<input type="checkbox"/>	<input type="checkbox"/>
Sheets, Carly	Butler, Fairman & Seufert	csheets@bfsengr.com	<input type="checkbox"/>	<input type="checkbox"/>
Wilkinson, Scott	Beam, Longest & Neff	swilkinson@b-l-n.com	✓	<input type="checkbox"/>
Werner, Tim	Ciorba	twerner@ciorba.com	<input type="checkbox"/>	✓
Zhou, D Jenny	Michael Baker International	Jenny.Zhou@mbakerintl.com	<input type="checkbox"/>	<input type="checkbox"/>

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 2<sup>nd</sup> 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
    - Craig Parks, Adam Burns and Jeff Clanton to present
    - 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. 15<sup>th</sup>
  - Mike Oberfell to present award
  
8. Andrew presented on graphics/materials for the QBS brochure
  - Looked at a few states for comparison
  - Michigan was very impressive
    - Invested a large amount of money recently on their site
    - Items clearly presented
    - Easy to navigate
    - Downloadable forms were a plus
  - Florida was not good
  - Ohio was OK
  - Recommendations for our brochure
    - Bullet points and graphics instead of text
    - Visual of the Road to QBS – Rough road for price based, smooth road for QBS
    - Include a flowchart for QBS education
    - Include downloadable forms on the website if possible
  
9. Goal Progress
  - Email Blast Increase by 50%
    - Still steady
  - More Social Media Presences
    - Dave to follow up with Adam about mentioning social media at road school presentation
  - Give 3 Presentations at Conferences
    - Purdue Road School
    - Leadership Program
    - 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