1. Susan provided introduction and discussed previous meeting minutes.

2. Secretary nomination: Scott Wilkinson

3. Review of Previous QBS Program
   - Colleen provided an overview of the following items:
     o Online Education – A 1-Hour Course is currently available on ACEC QBS
     o Power Point template for presentations is available online
     o E-Blasts are sent out on a monthly basis
       - Always looking for Ideas!
       - Usually related to current events, Holidays, etc.
     o Discussion of previous Conference Booths
       - AIM – Not very successful
       - IACC – Not very successful
       - Road School – Gave presentation
     o Discussed ACEC Leadership Program
       - 24 people involved
       - QBS provided a 1-hour session at the program
     o Discussion of Brochures
       - Met with other states who have invested a lot of time and effort
       - Michigan has a good website, but maybe a little too much text in their brochure.
4. New Ideas for QBS – Susan opened the floor for discussion
   - Buttons for Road School was discussed and the general consensus is that it is a good idea
   - Discussion of INDOT and QBS with regard to relationship, training opportunities, utilizing QBS for price based INDOT items such as traffic counts
   - Sanjay mentioned that these topics would need to be brought to the attention of the INDOT Committee
   - Discussion on how to “sell” QBS
     o What to discuss at conferences to make our investment more effective.
     o How to quantify change orders for QBS vs. Non-QBS Contracts in order to show a definitive link between QBS and Saving $$$. 
     o Create emotional ties by discussion of projects which have emotional ties to a community and how a QBS Based Procurement process may help.
   - Discussed how to let your client know that you aren’t a commodity
   - Possibility of Contractors discussing QBS and what they see in plans and specifications
   - Discussed the idea of getting QBS into Indiana legislation
   - Discussed the idea that design build is also a QBS Issue

5. QBS Offenders
   - Previous group put together a draft action list of how to identify offenders and other procedural recommendations
   - Look into the election cycles in order to target QBS Offenders when there are new appointees

6. Spread the Word of QBS
   - Buttons at conferences
   - Plaques at conferences
   - Sell the ACEC brand, wear it with pride
   - Possible involvement with MPO’s
   - Update the QBS Brochure
   - PowerPoint presentations should be tailored for your audience

7. Measure QBS Committee Success
   - Identify offenders and reach out to them, Jesse and Sherri to spearhead this
   - Track offenders to see if they choose to utilize QBS down the road

8. Goals
   - Create buttons for conferences
   - Maintain Leadership Program
   - Update QBS brochure
   - Identify Offenders
   - Attend Conferences
Upcoming ACEC Events

10/16/18  Finance Forum
10/24/18  Diversity Networking Fair
10/28 – 10/31  ACEC National Fall Conference
11/7/2018  Northern Indiana Roundtable
11/15 – 11/16  Engineering Leadership Kickoff Session
12/11/18  Information Technology Forum
1/10/19  Legislative Luncheon
1/25 – 1/28  Principals and Owners Summit
2/5/19  Legal forum
2/18 – 2/22  National Engineers Week
3/12/18  Engineering Excellence Awards