QBS Committee Meeting Agenda  
**Date/Time:** 11/13/2019 – 2:30 PM  
**Location:** BLN Office 8320 Craig Street, Indianapolis, IN  
**Call in number:** See Outlook Invite

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<tr>
<th>Name</th>
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<th>Position</th>
<th>E-mail</th>
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<tbody>
<tr>
<td>Wilkinson, Scott</td>
<td>Beam, Longest &amp; Neff</td>
<td>Chair</td>
<td><a href="mailto:swilkinson@b-l-n.com">swilkinson@b-l-n.com</a></td>
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<tr>
<td>Swango, Shelby</td>
<td>WSP</td>
<td>Board Liaison</td>
<td><a href="mailto:shelby.swango@wsp.com">shelby.swango@wsp.com</a></td>
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<tr>
<td>Al Abbas, Susan</td>
<td>Lochmueller Group</td>
<td></td>
<td><a href="mailto:SAlabbas@lochgroup.com">SAlabbas@lochgroup.com</a></td>
<td>✔ via call-in</td>
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<tr>
<td>Clayborn, Richard</td>
<td>CTL Engineering of Indiana</td>
<td></td>
<td><a href="mailto:rclayborn@ctleng.com">rclayborn@ctleng.com</a></td>
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<td>Gentry, Beau</td>
<td>CDM Smith</td>
<td></td>
<td><a href="mailto:gentrybm@cdmsmith.com">gentrybm@cdmsmith.com</a></td>
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<tr>
<td>Hennessy, Jordan</td>
<td>Infrastructure Engineering, Inc.</td>
<td></td>
<td><a href="mailto:jhennessy@infrastructure-eng.com">jhennessy@infrastructure-eng.com</a></td>
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<td>Hinds, Shari</td>
<td>USI Consultants</td>
<td></td>
<td><a href="mailto:shinds@usiconsultants.com">shinds@usiconsultants.com</a></td>
<td>✔ via call-in</td>
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<tr>
<td>Kilgour, Heather</td>
<td>United Consulting</td>
<td></td>
<td><a href="mailto:heather.kilgour@ucindy.com">heather.kilgour@ucindy.com</a></td>
<td>✔</td>
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<td>Mahan, Cory</td>
<td>CHA</td>
<td></td>
<td><a href="mailto:cmahan@chacompanies.com">cmahan@chacompanies.com</a></td>
<td>✔</td>
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<td>Maurovich, Mike</td>
<td>American Structurepoint</td>
<td></td>
<td><a href="mailto:mmaurovich@structurepoint.com">mmaurovich@structurepoint.com</a></td>
<td></td>
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<td>Miller, Andrew</td>
<td>Christopher B. Burke</td>
<td></td>
<td><a href="mailto:amiller@cbbel-in.com">amiller@cbbel-in.com</a></td>
<td>✔ via call-in</td>
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<td>Muelner, Kyle</td>
<td>Parsons</td>
<td></td>
<td><a href="mailto:kyle.muellner@parsons.com">kyle.muellner@parsons.com</a></td>
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<td>Sheets, Carly</td>
<td>Butler, Fairman &amp; Seufert</td>
<td></td>
<td><a href="mailto:csheets@bfsengr.com">csheets@bfsengr.com</a></td>
<td>✔ via call-in</td>
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<td>Smith, Sean</td>
<td>Crawford, Murphy &amp; Tilly (CMT)</td>
<td></td>
<td><a href="mailto:ssmith@cmtengr.com">ssmith@cmtengr.com</a></td>
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<td>Strasser, Randy</td>
<td>VS Engineering</td>
<td></td>
<td><a href="mailto:rstrasser@vsengineering.com">rstrasser@vsengineering.com</a></td>
<td>✔</td>
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<td>Thurman, Julie</td>
<td>Michael Baker International</td>
<td></td>
<td><a href="mailto:Julie.thurman@mbakerintl.com">Julie.thurman@mbakerintl.com</a></td>
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<td>Watson, George</td>
<td>WSP</td>
<td></td>
<td><a href="mailto:George.C.Watson@wsp.com">George.C.Watson@wsp.com</a></td>
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<td>Werner, Tim</td>
<td>Ciorba Group</td>
<td></td>
<td><a href="mailto:twerner@ciorba.com">twerner@ciorba.com</a></td>
<td></td>
</tr>
<tr>
<td>Tracy Williams</td>
<td>Donohue &amp; Associates, Inc.</td>
<td></td>
<td><a href="mailto:twilliams@donohue-associates.com">twilliams@donohue-associates.com</a></td>
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**Other Attendees:**
- Colleen Torres (ACEC)
- Mike Obergfell (USI) – Guest to discuss survey questions
- Jackie Dohrenwend (WSP) – Sub for George Watson

### 1. Introductions

### 2. Indiana Advisory Commission of Intergovernmental Relations (IACIR)

a. Review draft prepared by Jamie Palmer.
   - IACIR, group led by Jamie Palmer, asked ACEC if we would financially support survey to local officials in exchange for adding questions to survey.
   - ACEC’s goal is to include QBS questions to identify usage, understanding, motivators, results, stance, level of action they’re willing to engage in, etc.
   - Can use education tools/preamble to teach as we’re asking the questions.
   - Can’t put officials at risk of stating they did something illegal.

b. Address issues and refine survey questions for re-submittal.
• Addressed issues and refined survey questions for re-submittal. See attached for the updated survey. Send any additional comments or suggestions to Scott and Colleen.

3. Conference Presence
   a. Continue with Buttons and Plaques

4. INDOT / MPO Outreach
   a. Follow up on assignments.
      • Randy to cover Kokomo.
      • Sean may need someone else to cover Fort Wayne.
      • Heather said Fort Wayne already has done training, not interested at this time.
      • Scott is waiting on a reply from Anderson MPO.
      • Richard said Greenfield was unresponsive.
      • Shari said Chris Gentry and Rusty Fowler are responsive in Vincennes and Evansville MPO is responsive.
      • Susan said LaPorte District (Jessica Miller), could look for a date in Jan to present there for PMs and others. And Macog is available for presentation for TAC, need a date from us (ACEC).
      • Colleen discussed INDOT 360, potential to incorporate this in those meetings. Suggested adding QBS training (50 mins) and offering PDH.
      • See attachment for talking point and other resources.

5. QBS Non-Subscribers
   b. What actions to take for the non-subscribers?
      i. Currently:
         1. ACEC sends out a packet of information to the list of non-subscribers.
         2. Contains a letter as well as general information that is on the website.
         3. Additionally adds owner to an email mailing list focused on QBS content
      ii. Proposed ideas:
         1. Go speak with them?
         2. Reaching out to them to have a meeting
            • Come up with ideas for next time!
            • Submit non-subscribers to ACEC (ACEC doesn’t know unless we hear from you).
            • ACEC may look for ways to promote reporting non-subscribers within their membership.
            • ACEC has not been successful in attempts to present at the Newly Elected Officials Training, survey may help support that in the future. QBS buttons help, currently targeting consultant conferences.

6. Next Meeting
   • Late Feb. early March (prior to spring break).

7. Upcoming ACEC Events
   a. ACEC Indiana Northern Roundtable 11/14/19
   b. IT Forum 12/10/19
   c. Legislative Luncheon 1/9/20
   d. Principals & Owners Winter Summit 2020 Key West 1/24/20
   e. RPR Training 2/5/20
      • Promote events at your firm!