Notes: Meeting called to order at 2:30

1. Introductions were exchanged - led by Scott.

2. Secretary discussion
   a. George volunteered to be Secretary
   b. Confirmed by group

3. Introduction to QBS
a. Scott led a discussion of what QBS is. Started with the Brooks Act and provided some background as to what that means.

b. Established to ensure that federally funded fees are selected via QBS and not with low bid for A/E services.

c. Our mission is to spread the word of Quality Based Selection to designers, municipalities, and the public and to promote the use of QBS in procurement of A/E services statewide.

d. PDH opportunities:
   i. If you want to present at your firm, you can receive PDHs
   1. Can host a group at a firm as a brown bag lunch. There is a QBS PowerPoint online that could be used for the firm presentation
   ii. There is an online video presentation on the ACEC website that goes over the QBS process.

4. Indiana Advisory Commission of Intergovernmental Relations (IACIR)
   a. IUPUI runs a survey that is sent out to various agencies. Goes to all governmental agencies in Indiana. There is a link to the details of the
   b. ACEC has been offered to be come a sponsor of the survey. The board is going to discuss this ask tomorrow (8/9/2019) to discuss the use of this budget money.
   c. The benefit would be that ACEC could add questions about QBS to the survey. The full involvement and details are not known at this time.
   d. Due to the quick turnaround to provide questions, we might need to have an additional meeting of the committee next year.
   e. Link to 2017 Survey:
   f. Shelby will discuss this at the board tomorrow.
   g. There will be co-sponsors for the survey
   h. General consensus from committee that this seems like a good idea.

5. Conference Presence
   a. Continue with Buttons and Plaques
      i. Buttons were developed last year as well as placing the plaques on the booths during all the conferences
   b. Any conferences that may be beneficial, contrary to our past few years of experience?
      i. Mid America Association of State Transportation Officials (MAASTO) conference next week
         Aug. 12-14
   ii. Accelerate Indiana Municipalities (AIM) coming up
       1. August 27-29, 2019
       From <https://aimindiana.org/members/events/ideas-summit/>
   c. AIM is coming up at the end of the month. Members encouraged to hand out buttons.
      i. ACEC does not attend AIM. Colleen asked for volunteers to ask people to display plaques and buttons if they are attending.

6. INDOT / MPO Outreach
   a. PDH is available for all in attendance
   b. INDOT – Presented at Seymour District, progress being made in Crawfordsville and Greenfield.
      i. Seymour seemed very ahead of the curve on that based on past meeting. Greg was in favor of giving another shot after the QBS meeting.
1. Richard reached out to Tony at Seymour. Tony was all in favor of it. Reached out through ACEC. ACEC provided sandwiches for lunch and a projector.
2. Didn’t practice, but was fine. Set up as a one person does the presentation and one person does color commentary.
3. Consultant service manager, Greg Carlton, was in attendance and very in favor of helping train group.
4. Half time was slide show and half time was Q&A

   c. Discussion of available resources on the ACEC website followed
   d. Colleen will send out a communications cheat sheet for communications and getting in the door to speak.

e. Volunteers for Ft. Wayne and Vincennes?
   i. Fort Wayne: Heather Kilgour, Kurt Heidenreich, Shari Hinds, potentially reach out to James Welsh
   ii. Vincennes: Shari, Lochmueller Group?
   iii. Crawfordsville: Mike Maurovich,
   iv. LaPorte: Susan and potentially someone local

f. MPO’s – Presented to TCAPC (Lafayette), working on BMCMPO, EMPO, IMPO, MCCOG and NIRPC
   i. This list is currently partially assigned. See attachment from Scott.

   g. Volunteers for CAMPO (Columbus), DMMPC (Muncie), KHCGCC (Kokomo), MACOG (South Bend), NIRCC (Ft. Wayne), WCIEDD (Terra Haute)
   i. Let Scott or Colleen know if you have good contacts in any of these areas.
   ii. See attachment from Scott.

7. **QBS Non-Subscribers**
   a. Please add to list by letting us know or submitting on our QBS Site: [https://www.aceciniana.org/page/QBS](https://www.aceciniana.org/page/QBS)
      i. This is anonymous
   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

8. **Next Meetings**
   a. Possible Interim Meeting in September to determine IACIR Question(s)
   b. Regularly Scheduled Meeting – October or November

9. **Upcoming ACEC Events**
   a. ACEC Principals & Owners Summit 8/14/19
   b. Indy DPW Designer Training Workshop 9/10/19
   c. Environmental Business & Funding Sources Conf. 9/26/19
   d. ACEC National Fall Conference 10/13/19
   e. ACEC Diversity Businesses & Majority Firms Networking Fair 10/30/19
   f. ACEC Indiana Northern Roundtable 11/14/19
   g. Principals & Owners Winter Summit 2020 Key West 1/24/20

10. Meeting concluded at 3:50