

**WSDOT/ACEC Washington  
Business Administration Subcommittee Meeting Minutes**

**Date & Time:** October 27, 2009, 2:00 pm – 3:30pm

**Location:** Capital Professional Center – Lacey, WA

**Attendees:** Steve McKerney, Kyle McKeon, Martha Roach, Laura Skillings, Jeannie Brozik, Jeri Sivertson, Santosh Kuruvilla

**Absent:** Michael Richards

The following topics and items were discussed at the meeting:

- 1) Santosh to contact Bill Garrity and confirm that Survey has been shut off.
- 2) Survey results confirm and validate the direction Subcommittee is intending to take, namely, to conduct outreach efforts to inform ACEC membership regarding WSDOT Business Administration Processes. Said outreach efforts will most likely be through one or more Webinars and posting Frequently Asked Questions (FAQs) on WSDOT web page. Other efforts being considered include Training and Workshops for ACEC member firms.
- 3) Subcommittee will start working on developing materials for Webinars and FAQs at future meetings.
- 4) As part of outreach effort, WSDOT Audit Office to work on FAQs to post on WSDOT web page.