

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

Date & Time: February 23, 2010, 2:00 pm – 3:30pm

Location: Capital Professional Center – Lacey, WA

Attendees: Steve McKerney, Kyle McKeon, Martha Roach, Jeri Sivertson, Stephanie Williams, Laura Skillings, Santosh Kuruvilla

Absent: Jeannie Brozik, Michael Richards

The following topics and items were discussed at the meeting:

- 1) Stephanie Williams, individual who maintains WSDOT consultant page was in attendance to coordinate and discuss IT details of posting FAQs on WSDOT web page.
- 2) Group reviewed FAQs that had been drafted by WSDOT members. Suggestion was made to provide links to samples and other commonly used resources in the FAQs.
- 3) Link to WSDOT Audit Office's FAQs page should be placed in the ACEC WA page. Said link to FAQs page may need to reside in several locations and other similar industry resource pages.
- 4) Steve would update FAQs based on discussions at meeting and distribute to the Subcommittee members. If additional comments come up after the meeting, Steve and Santosh to discuss FAQs comments prior to publishing.
- 5) At next meeting discuss additional topics and items the Subcommittee can continue working on.