

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

Date & Time: September 9, 2009, 1:30 pm – 2:30pm

Location: Capital Professional Center – Lacey, WA

Attendees: Steve McKerney, Kyle McKeon, Martha Roach, Laura Skillings, Leah Jones, Santosh Kuruvilla

Absent: Michael Richards, Jeannie Brozik, Jeri Sivertson

The following topics and items were discussed at the meeting:

1. Since there were only seven (7) responses to WSDOT/ACEC Business Administration Subcommittee (WABAS) Questionnaire, ACEC has opted to continue with the survey. The deadline for submission of the survey has been extended to September 15, 2009.
2. Preliminary survey results to date and summary were distributed to all present. There was general discussion relating to the preliminary survey results. Identification of projects and priorities for WABAS to work on would be postponed till survey is completed, and survey results are compiled and reviewed.
3. Charts and trends from preliminary survey results would be used for the upcoming presentation to the WSDOT ACEC Executive Committee meeting, now postponed to October 20, 2009.
4. Next meeting on September 29, 2009, 2:00pm to 3:30pm will be held at WSDOT Audit Office to review survey results and prepare for WSDOT ACEC Executive Committee meeting presentation.