

SCoQ Partnering Subcommittee Meeting Notes:  
November 22nd, 2002

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Attendees: Judith Johnson  
Bridgid Seering  
Judonne Greham  
Julie Zirlin  
Rich Casalone  
Mark Chandler  
Sam Hassoun  
Joe Steinbock  
Mark Ford

**Items Discussed:**

- **Marketing Plan**

Judith has not received team input and indicated that FHWA may not have funding available. Judith asked the team to consider what items we could achieve without additional funding. The team agreed that the revised website (Partnering Web Information Portal) should be geared towards DOT's, FHWA, and other industries interested in partnering. The team also agreed to keep the existing page for membership use. Mark Chandler and Judith discussed the creation of a brochure that would provide an overview of the committee and the website. Mark discussed the possibility of loading the brochure onto a business card cd.

**Action Item(s):**

- The team will review the plan, provide comments and volunteer for the tasks outlined in the plan. Team members will contact Judith with their information. Judith will compile the results and send to Judonne for distribution to the team.
- Mark Chandler will contact Dave Dubov to determine if AASHTO is able to lend technical assistance in creating the new Partnering Web Information Portal.
- Team members to view the existing site and forward their suggestions to Judonne prior to the next meeting
- Mark will send Judonne a sample business card cd

- **Education**

The team agreed to present the Partnering Video and review all 10 Chapters of the Partnering Handbook during a 2-hour segment at the Spring Conference. The team discussed using powerpoint and referencing the website during the presentation.

**Action Item(s):**

- Mark to find out the cost of including the members who cannot participate in the spring meeting via conference call and/or video conferencing.

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- **How to Generate State Members:**

The team discussed ways to generate new members who would be interested in participating in the Partnering Subcommittee.

**Action Item(s):**

- Bridgid and Mark Ford will contact the survey participants and find out if they are interested in becoming a member.
- Rich will contact the members listed on our website and find out if they still wish to participate
- Mark Chandler will locate the list of the FHWA survey participants

- **Handbook Update:**

The team members who have not submitted their content will need to do so before the next conference call.

- **Misc. Discussion Items:**

- The team agreed to have an additional meeting on 12/20/02. The conference call will start at the same time and use the same dial in #'s
- Joe asked the team if anyone could share their success on how they improved quality. He would like to pass these lessons learned on to other DOT's who need assistance in improving quality.
- The December Agenda will cover the following topics:
  - Partnering Marketing Plan
  - Education
  - How to Generate State Membership
  - Partnering Handbook Update (only if missing handbook content is received prior to the meeting)