

Capital Projects Advisory Review Board
Board Development Committee

Meeting Agenda
 November 12, 2024
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Committee focus:

To aid in candidate outreach, recruitment, improve transitioning, and educating new board members on the roles, operating procedures, and the scope of the board.

(8 Active Members; 5 = Quorum)

x	Bill Frare, Co-Chair	Public Owner \Owner State	CPARB
x	Linneth Riley Hall, Co-Chair	Sound Transit\Owner Transit	CPARB
x	Lekha Fernandes	OMWBE	CPARB
x	Santosh Kuruvilla	Exeltech\Engineers	CPARB
x	Irene Reyes	The Glove Lady\Private Industry\MBE	CPARB
x	Jessica Murphy / Dave Johnson	PRC Chair\Vice Chair	PRC Leadership
x	Olivia Yang	WSU\Higher Education	CPARB
x	Janice Zahn	Port of Seattle\Ports	CPARB
	Vacant	General Contractors	CPARB
	Vacant	Private Industry	CPARB
	Vacant	Architects	CPARB

AGENDA

Item	Purpose	Presenter	Time
Welcome	Information	BF	3:30
Review and approve agenda	Action	All	3:35
Review/Approve minutes from 10/7/2024	Action	All	3:36
Invitation to public to participate	Information	BF	3:38
Strategic Planning Startup & Structure - Membership (11 pos) o <i>General Contractor</i> o <i>Specialty Contractor</i> o <i>'Other' so CPARB can identify a group the BDC may have missed (Labor?)</i>	Discussion		3:40
New Issues -			
Set agenda for next meeting: 11/12/2024 - Stakeholding - Scope of Strategic Plan Effort - Expectations of Committee Membership o <i>(Civic-Minded, Engaged, Committed to the work, Collaborative, Strong relationship with stakeholder group, discuss expectations of Proxy members, knowledgeable practitioner - actively using 39.10)</i> - Discuss expectations of facilitator o <i>(excellent listening and comprehension skills, information gathering and probing skills, PM skillset to include scheduling forethought, approachable and respectful of diversity, familiar with the industry, clear communicator, engaging and adaptable)</i>	Discussion	All	4:25
Adjourn	Action	All	4:30

The committee meeting will be conducted virtually via the TEAMS platform.

PARKING LOT:

- PRC Position Descriptions
- Resources subsection on webpage
- Recruitment material for CPARB & PRC

ACTION ITEMS FROM THE LAST MEETING:

1. Co-Chair Bill Frare will reach out to Heidi Loveall to understand what is entailed in the strategic planning process.
2. All committee members will think about a list of individuals or stakeholders to involve in the strategic planning process.