

Wednesday, January 11, 2012
3 pm EDT
Full Board Meeting



Meeting occurred via Teleconference
1-213-289-0155, Conference room # 9528548

Meeting Minutes

Note taker: Tracey Jumper

Board Members in Attendance: Ray Smith, Wayne Williams, Tracey Jumper, Tony DiLeonardo, Jim Givens, Will Wright

Subject: Meeting minutes

Agenda Items:

1. **OPENING OF MEETING**
2. **ONGOING BUSINESS**
 - a. **Accept/confirm minutes of previous meeting**
 - b. **Communications Committee Report – Newsletter update, website**
 - c. **Membership Committee**
 - d. **Event Committee Report**
 - e. **Treasurer’s Report**
 - f. **Regional Rep report**
 - g. **NCC Documents**
3. **NEW BUSINESS**

Topic

1. **OPENING OF MEETING;**
 - a. Meeting was opened by Ray Smith.
2. **ONGOING BUSINESS (Minutes of last meeting)**
 - a. **Minutes of last meeting**
 - i. Minutes of the previous meeting were accepted.
 - b. **Communications Committee Report – Newsletter update, website**
 - i. **NCC Newsletter:** Final version of newsletter is complete. Ray emailed final version to the board.
Action Items
ALL: Review and send final comments to Ray by the end of the work day Jan. 12.
TRACEY: Post final edit (from Ray) to newsletter by Mon., Jan 16.
RAY: Email newsletter to membership (pdf).
ALL: Take photos/gather info from Leadership Retreat for next newsletter.

ii. **Websites:**

NCCBCA Home (read-only) www.bcxachapters.org/national_capital/

BCA Social Community (interactive): <http://bca.mymemberfuse.com/> (log in from bcxa.org)

Action Items

TRACEY: Post newsletter (see note above).

Set up demonstration session with Social Network Admin, Catherine Craglow, with a few possible dates for board members to choose from.

- c. **Membership Committee** – We had a good outreach to new members at the Fall event – and more non members were in attendance than members. If not, we may just see new members on our roster in January.

d. **Event Committee Report (Chair DiLeonardo)**

- i. 2012 Event Planning: Plans for 2012 events to include March Meet-and-Greet, and other similar to the UMD and Philly events, including inter-society meetings.

Action Items

RAY: Schedule First Quarter Meet-and-Greet.

TRACEY: Connect with ASHRAE conference chair for combined event during the August regional conference in Baltimore (Aug. 10-11, 2012).

e. **Treasurer's Report – Jeff Dukes (via email report - December)**

- i. **FROM PREVIOUS NEWSLETTER (See action item below):** Previous Balance from all accounts was \$15,788.41. Expenses for the event in Philly (approx. \$5,300) were largely offset by sponsorships and member attendance fees. Current account balance is larger after the event then before and are:

NCC Checking Account – Wachovia Bank

Date	Description	Deposit	Withdrawal	Balance
11/30/11	Current Balance			\$203.78

NCC Checking Account – Bank of America

Date	Description	Deposit	Withdrawal	Balance
11/01/11	Balance			\$12,514.63
11/02/11	Sponsorship	\$3,525.00		\$16,039.63
11/30/11	Balance			\$16,039.63

Cash – On Hand

Date	Description	Balance
11/30/11	Current Balance	\$70.00

Total Assets

Date	Description	Balance
11/30/11	Balance from All Accounts	\$ 16,313.41

- ii. Budget for 2012 – Board reviewed treasurers submitted budget and discussions included; not to exceed money of \$1500 for four officers (each) for travel, lodging and meals for next years leadership retreat which may be in Orlando Florida. The budget appeared reasonable and was voted on and accepted by the Board.

Action Items

JIM: Connect with Jeff Dukes for updates on accounts, Treasurer information, and IRS info.

Update board on the Treasurer's report and 2011 end-of-year action items:

- i. Jeff Dukes still could not close the Wachovia Account. Per previous minutes - he is not listed as an account holder. Jim Givens will attempt to talk with Ken of RMF to see if this account has records from back in 2005 or 2006. Goal is to close account and then put money in BOA.
- ii. Jeff Dukes will begin organizing files in order to meet with next treasurer at Bank of America and transfer roles by assigning their name to the account.

f. **Regional Rep. report –**

Meeting next Tuesday (1/17/12). No new report since last NCCBCA board meeting. Tony has NCBC email information to send to the board.

Action Items

TONY: Send NCBC information packet to board.

g. **NCC Documents**

- i. Still no actions taken yet by IRS. Jeff Dukes has again continued as he did in the past (and as noted in prior minutes) by again submitting paperwork on letter head from the National Capital Chapter to the IRS regarding “Mid Atlantic Chapter”, and “National Capital Chapter” designations.

Action Items

JIM: Transfer NCC documents, IRS documents to Jim's name.

3. NEW BUSINESS

a. **Results of Committee Chair election:**

Communications: Wayne Williams

Membership: Will Wright

Events: Tony Dileonardo

b. **Other committees discussed: Auditing (non-board member), PR, Finance (Chair, Treasurer)**

Action Items

RAY: Forward committee information with chapter handbook.

Connect with IBOD for information on new chair positions.

Next board meeting Wednesday, February 8th at 3 PM EST

Via Conference call

1 (213) 289-0155, Conference room # 9528548

****Mark your Calendars****