

Wednesday, February 08, 2012  
3 pm EDT  
Full Board Meeting



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

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### Meeting Minutes

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**Note taker:** Tracey Jumper

**Board Members in Attendance:** Ray Smith, Tony DiLeonardo, Tracey Jumper, Will Wright, John Runkle

**Subject:** Meeting minutes

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#### 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**
  - h. **New Committees**
3. **NEW BUSINESS**

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#### Topic

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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:** Last quarter 2011 newsletter was emailed and posted to website for membership. Leadership retreat article will be written for the 1st quarter newsletter.

#### Action Items

Tony: Write article about the Leadership Retreat.

John: Add/edit information for Leadership Retreat article. (Co-write with Tony.)

Ray: Contact Sheri & Catherine about getting Leadership Retreat photos from the Int'l Board.

**ii. Websites:**

NCCBCA Home (read-only) [www.bcxachapters.org/national\\_capital/](http://www.bcxachapters.org/national_capital/)

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

Tracey contacted Catherine Craglow after last board meeting to request a social network demo, but has not yet received a response besides an email receipt.

**Action Items**

TRACEY: (*Try contact again*) Set up demonstration session with Social Network Admin, Catherine Craglow, with a few possible dates for board members to choose from.

- c. **Membership Committee** – Ray forwarded the 2011 Chapter Handbook. The board also received the current membership roster from Sheri Adams (BCA admin) with the list of "renewed" and "not renewed" chapter members.

**Action Items**

ALL: Review Chapter Handbook for information on membership.

Will: Develop a questionnaire to capture members' thoughts on membership renewal that will provide insight on how to attract "not renewed" individuals/companies to renew their membership.

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

- i. 2012 Event Planning: A tentative 2012 event plan was developed and presented at the Leadership Retreat:
- 1<sup>st</sup> quarter: Meet and Greet - Capital City Brewery/DC
  - 2<sup>nd</sup> quarter: Building Envelope Event - John's Office/York, PA
  - 3<sup>rd</sup> quarter: Event TBD - Venue TBD/Virginia Beach, VA
  - 4<sup>th</sup> quarter: Annual Meeting+Elections - Venue TBD/ DC

Inter-society meetings with ASHRAE chapters in the region, including a possible event with the regional ASHRAE conference in Baltimore (Aug. 10-11, 2012).

A late March date is preferred by the board members on the call. Per Tony and Tracey, a Wednesday or Thursday is preferred for the event.

A May or early June date is preferred for the 2nd quarter event per John, pending sponsorship response and how quickly the details are set. John to verify, but the capacity for the venue will be approx. 50 guests.

**Action Items**

RAY: Schedule First Quarter Meet-and-Greet for late March, Wed. or Thurs. preferred. Email details to board.

JOHN, TONY: Identify sponsorship opportunities for 2nd quarter event. Verify the 50-guest capacity for the event.

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

e. **Treasurer's Report –**

- i. **ACCOUNT BALANCES:** Previous reported balance from all accounts was \$16,313.41. (See January minutes.) Ray received a \$2887.50 check from the BCA from membership dues.
- ii. **BUDGET:** Budget for 2012 – An annual budget should be developed for the chapter that should include the Leadership Retreat expenses (\$1500 per person, approved by the board last meeting), the minimum of 4 quarterly events (See Event Committee Report, above), and NCCBCA's \$2000 sponsorship of NCBC.
- iii. **EXPENSES:** Officers now have Leadership Retreat expenses to submit. To be verified, but Tony's expenses may be reimbursed by the Int'l Board of Directors.

Ray made a motion to make a chapter donation to the National Conference on Building Commissioning (NCBC) as suggested at the Leadership Retreat. Tony seconded and the motion was passed to include a \$2000 donation to NCBC from the NCCBCA.

**Action Items**

**RAY:** Send Jim the \$2887.50 check from membership dues.

**JIM:** Deposit membership check when received from Ray.

Develop 2012 Budget, including items mentioned above, and submit to the Int'l Board.

Send a \$2000 sponsorship check to NCBC from the National Capital Chapter. (Contact

Catherine Craglow for any details on sending in a check.)

Update board on action items from last meeting:

*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 –**

Tony sent the board the NCBC packet with sponsorship information. Ray and Tony are planning on attaining sponsorships for the event. Tony had received one commitment for \$1000 from another sponsor. A motion was approved for the NCCBCA to make a \$2000 chapter donation (See EXPENSES in Treasurer's Report above).

Tony reported that the last regional rep. meeting (1/17) was brief and covered the agenda items.

g. **NCC Documents**

- i. Ray sent letter to the IRS to transfer the documents to Jim's name.

h. **New Committees--**

*NOTE: This item was not discussed during this month's meeting, but is being carried as an open item since there are action items listed that required follow-up.*

New committees were discussed in January meeting: 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.

**3. NEW BUSINESS**

- a. **NCCBCA Board - Meeting Conflicts and Responsibilities discussion:** Wayne notified the board that he had a conflict with today's board meeting, and could possibly have future conflicts with the NCCBCA board meeting. Ray identified at least 2 meeting conflicts with the ASHRAE schedule Wayne provided. Ray requested via email that Wayne respond with the nature of these conflicts, and whether or not it would interfere with Wayne's duties or interests as an NCC board member and Communications Committee Chair.

**Action Items**

RAY, WAYNE: Follow-up with Wayne on the last correspondence about the nature of the board meeting conflict.

- b. **Additional Leadership Retreat Follow-Up:**

i. **Outreach to former chapter-level "actives":** John reported the retreat topic of reaching out to members who were formerly very active at the chapter level, in order to involve them in current activities for the benefit of the current board and membership. The board discussed reaching out to members like Jeff Dukes, Gretchen Coleman, Mike Bilecky, Emmillee Hogan, Ken Hahn, Chris Harbough.

**Action Items**

TONY: Contact the members listed with the intent to get them back involved in chapter activities.

ii. **Membership Goal:** John reported that the goal for this year is for the chapter to increase membership by 5%.

iii. **Inter-Chapter meetings:** John reported that there was a goal of networking across chapters, including holding inter-chapter meetings. The possibility for a future meeting with the NE chapter was discussed.

- c. **National Conference on Building Commissioning (NCBC):**

The NCBC will be held in Nashville, TN on May 15-17, 2012. A motion was passed to advertise the event on the NCCBCA website. (Ray 1st, Tony 2nd). Tracey is involved in planning. Tony has submitted an abstract. John offered support on Building Envelope sessions.

**Action Items**

TRACEY: Post NCBC info to chapter website.

ALL: Report NCBC correspondence or any news as the event details develop.

**Next board meeting Wednesday, March 14th at 3 PM EST**

**Via Conference call**

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

**\*\*Mark your Calendars\*\***