

Tuesday April 9, 2013,  
3 pm EDT  
Full Board Meeting



Meeting occurred via Teleconference  
1-213-289-0155, Conference room # 8817522  
Moderator Pin # 1277315

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**Meeting Minutes**

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**Note taker:** Robert Menuet

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**Board Members in Attendance:** John Runkle, Tracey Jumper, Rob Menuet, Jim Givens, Wayne Williams,  
**Others:** Adam Siegrist,

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**Subject:** Full Board Meeting: 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. **Education**
    - h. **Credit card/online registration for future chapter events**
    - i. **IRS Filing Requirement**
    - j. **Form Letter for CCP Maintenance**
    - k. **NCBC May 6-8 Denver CO**
  3. **NEW BUSINESS**
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## Topic

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### 1. OPENING OF MEETING

- a. Meeting was opened by Tracey Jumper.

### 2. ONGOING BUSINESS

#### a. Minutes of last meeting

Minutes of the February meeting were accepted, with some minor corrections. Due to their late issuance, any additional requested changes will be incorporated into the March meeting minutes.

#### b. Communications Committee Report – Newsletter update, website

##### i. NCC Newsletter: no update for the Spring Newsletter

Tracey reports she has updated the membership email list (there was difficulty transferring the list from the previous year)

**Action Items (continued from last month)**

**Tracey: update and issue the 2012/2013 Winter Newsletter**

**Wayne: Draft for the Spring Newsletter, will include news from 4/10 ASHRAE event and pictures from Baltimore Meet and Great.**

##### 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)

BCA Group on Linked-In (interactive):

<http://www.linkedin.com/groups?gid=1815550&mostPopular=&trk=tyah>

**Action Items (Continued from last month)**

**ALL: Login to the Social Community and test demo features using the instructions that Tracey emailed. All Members are to update profiles and sign up for Groups; Board or Members all members should look for email regarding this.**

**ALL: Log in and connect to the BCA on Linked-In Chapter Handbook is here under resources. Email Tracey to obtain instructions on how to use Social Communities.**

**Tracey currently working with Sheri to access the NCC website.**

Adam has volunteered to assist with the NCC BCA website

Discussion about the BCA Social Community- a member only site with access to discussions, events, Podcasts, other chapter events.

#### c. Membership Committee

This committee currently does not have a chairman. Adam has volunteered to pickup some of the duties.

**Action items**

**Tracey to send an email blast to elapsed members encouraging them to renew their membership.**

**d. Events Committee**

Four events are budgeted for this year, The budget for each event is currently \$1500, assuming a \$1000 sponsorship, and \$500 NCC funds. We are projected to be approx 5000 dollars short on funds for events this year. The lower than anticipated expenses for the Leadership Retreat will be offset by the golf outing expenses.

Idea to draw additional attendees (repeated from last month): Leverage the new Associate Commissioning certification to building owners, engineers, IFMA, etc.

Idea: offer a sponsor free advertising on the website.

Idea: offer sponsorships to multiple events

**i. York PA Event - no confirmed date; tentatively scheduled for June.**

John Runkle has agreed to manage this event. It will need to be coordinated with the Fall Philadelphia event. Currently no sponsor.

ATI may provide demo/presentation for Building Envelope, Fire and Acoustics.

**Action Items**

**Tony: send information describing levels of sponsorship (Gold, Silver)**

**John: prepare a preliminary flyer**

**ii. ~~Washington DC~~ Baltimore Event (date confirmed for Thursday April 18, 2013)**

The initial location, Capitol City Brewery has been revised to the Gordon Biersch brewery in Baltimore. Currently setup for 25 people. Sponsor found; Jim Givens company. Adam to determine if Eaton can provide 250 dollar sponsorship. Everyone is encouraged to spread the word about the Baltimore Meet and Greet. ASHRAE, IFMA, etc

**Action items**

**Everyone is encouraged to spread the word about the Baltimore Meet and Greet. ASHRAE, IFMA, etc.**

**All are encouraged to send information to Tracey regarding any industry events that are compatible with our mission. The goal would be to get exposure through co-sponsoring events with other groups (i.e. ASHRAE), with relatively low expense.**

**iii. Philadelphia Event (no confirmed date)**

Preliminary target for a Fall event, to be coordinated with school start dates.

**iv. Pittsburg Event (no confirmed date)**

No discussion at this time

**e. Treasurer's Report – Jim Givens**

**i. Account Balances:**

Balance, Total of all accounts \$13,202.68

The Wachovia account remains active with a balance of 203.78.

Tracey has forwarded a check for membership dues in the amount of 2776.72 (not included in the above total balance).

**ii. Combined Accounts:**

The possibility of combining all accounts is still an open item;

**Action Items**

**No action items were discussed or noted. Item remains open.**

**iii. Expenses:**

**Action items**

**Tracey to send expenses for the Leadership conference to Jim.**

**f. Regional Rep. report**

No update. The following is repeated from the previous meeting

**Action Items (no discussion at this time-the following is repeated from prior discussions)**

**Tony will forward a summary of his report**

**2013 Board: Budget for NCC BCA chapter NCBC sponsorship will be 2500 dollars**

**g. Education**

Wayne reported the ASHRAE Student Chapter Scholarship Dinner will be held April 10. The UMD Lunch & Learn will be scheduled for early next Fall, to be coordinated with the school year.

**Action Items**

**Wayne will provide some detail of this event in the Spring Newsletter**

**h. Credit card/online registration for chapter events**

**Action items**

**Tracey will confirm the online credit registration is working prior to the June event.**

**i. IRS Filing requirement - discussion closed**

It was decided that pursuing a name change for the NCC will be tabled. Efforts to combine operations or activities with New Jersey chapter is considered a separate effort and will continue.

**Action Items**

**None**

**j. Form Letter for CCP Maintenance no update**

**Action Items (continued from previous months)**

**Tracey: Draft CCP recognition letter.**

**k. NCBC May 6-8 Denver CO**

Currently John, Tony and Tracey are confirmed for the NCBC in Denver, May 6-8. A baseball game has been added to the activities (Yankees v. Rockies).  
OMNI Hotel is mostly booked, so potential attendees need to act quickly. Check NCBC webpage for other hotels that offer conference rates.

**3. NEW BUSINESS:**

- a. None

**Next board meeting Tuesday, May 14, 2013. Check emails for more information.**