

Wednesday, April 12, 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, Jim Givens, Wayne Williams, 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:** Wayne sent out the draft of the Spring newsletter. The target date for publishing and posting the newsletter is by the end of the week.

#### Action Items

John: Cut & paste May4th announcement into pg. 2 (Word \*.doc file), with registration fee added.

Ray: Add the President's Letter

ALL: Review the draft that Wayne sent and reply with any edits.

Wayne: Revise "tactics" to "approaches" in Tony's Leadership Retreat article.

Ray: Send another request to Sheri Adams for Leadership Retreat photos.

Tracey: Post final draft to website.

**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)

The Social Community demo was sent to the board by Tracey.

**Action Items**

ALL: Attempt to 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

**c. Membership Committee –**

The board received the current membership roster from Sheri Adams (BCA admin) with the list of "renewed" and "not renewed" chapter members. Will has submitted via email a draft questionnaire to capture members' thoughts on membership renewal that will provide insight on how to attract "not renewed" individuals/companies to renew their membership.

**Action Items**

Tony: Send updated membership list (update from the Feb. 2012 list).

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

- i. 2012 Events: 4<sup>st</sup> quarter: ~~Meet and Greet – Capital City Brewery/DC~~ Completed.
- 2<sup>nd</sup> quarter: May 4th Building Envelope Event - John's Office/York, PA
  - Registration fees have been set at \$20/member, \$30/nonmember.
- 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).

**Action Items**

John: Update the event announcement to include the registration fees. Taking RSVPs for May 4th event.

Tony: Follow-up with Gretchen Coleman about possible venues for VA Beach event.

Wayne: Contact IFMA chapter about an inter-organization event at VA Beach.

Tracey: Connect with ASHRAE conference chair for combined event during the August

regional conference in Baltimore (Aug. 10-11, 2012). Request BCA brochures for May 4th event.

e. **Treasurer's Report –**

i. **ACCOUNT BALANCES:** Present balance is 17,388.84 from all accounts.

ii. **BUDGET:** Include 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**

**Jim:** There is about \$3500 in checks pending, to be posted.

f. **Regional Rep. report –**

The last meeting mainly covered the transition plan for PECL and BCA staff members, and creating the new position of BCA executive director. John Runkle was named ASTM liaison for the BCA.

g. **NCC Documents --**

Ray sent information regarding past correspondence with IRS to Jim Givens, such that he can follow up with this ongoing issue (getting the name on documents proper).

There are no changes to report from last month.

h. **New Committees--**

New committees were discussed in January meeting: Auditing (non-board member), PR, Finance (Chair, Treasurer). There are no changes to report from last month.

**Action Items**

**RAY:** Connect with IBOD for information on new chair positions.

### 3. NEW BUSINESS

a. **Tony's update on Outreach to former chapter-level "actives":** Gretchen is going on BCA "sabbatical" after NCBC, and Jeff Dukes would like to remain involved with the board. Others contacted expressed interest in contributing ideas (insight from previous boards) but cannot dedicate time to once again be fully involved or to take on new committee or board positions. The board recognized that Phil \_\_\_ would like to be more active, and we should reach out to him.

b. **Inter-Chapter Activities:** John plans to contact members of the NE chapter to get together for events.

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

The NCBC will be held in Nashville, TN on May 15-17, 2012. Several chapter members are attending. Tony and Tracey were involved in sessions and planning. We have a list of NCC members who would like to connect in Nashville.

**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, May 9th at 3 PM EST**

**Via Conference call**

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

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