

Wednesday, May 9, 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, Tony DiLeonardo, Tracey Jumper, Jim Givens, Wayne Williams, Will Wright, John Runkle

**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**
    - h. **New Committees**
  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 revised (treasurer's report -- totals revised) and accepted.
  - b. **Communications Committee Report – Newsletter update, website**
    - i. **NCC Newsletter:** Spring newsletter sent.

#### Action Items

Tracey: Post Newsletter 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)

BCA Group on Linked-In

**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

ALL: Attempt to sign in and connect to the BCA on Linked-In

c. **Membership Committee –**

The board received the current membership roster from Tony/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**

None.

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

- i. 2012 Events: ~~1<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**

Wayne, Tracey, Tony, Will: Check into VA Beach contacts, Baltimore contacts and report back on possibility of meeting, location for 3rd quarter meeting.

*Secretary's note based on email correspondence between meetings:*

*Will/Tony has made contact for a possible meeting in VA beach*

*Wayne has made contact with IFMA/Capitol Chapter and the group is interested in an inter-organizational meeting.*

*Tracey has is waiting on a response back from Hampton Roads ASHRAE*

*(President Rob Aisley rainsley@enviromechanicalsales.com, Their chapter holds regular meetings in VA beach; Location: Advantis Conference Room, 448 Viking Dr. Virginia Beach, VA*

e. **Treasurer's Report –**

i. **ACCOUNT BALANCES:** Present balance is \$12,739.21 from all accounts.

ii. **COMBINED ACCOUNTS:** The possibility of combining all accounts was discussed; No action items were discussed or noted.

**Action Items**

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

Tracey: Revise meeting minutes from last month - \$17,288.84 is the correct total from all accounts.

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 --**

Re: IRS Charter. The necessary corrections have been submitted with no response back. There may be a problem with the charter name. Ray suggested that a letter of concern be written in order to prompt a response.

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. **BGE Retro-Cx Service provider program:** Ray received an email from Baltimore Gas & Electric that he will forward to the membership.
- b. **Outreach (via Tony):** Previous board members Emmilee Hogan and Gretchen Coleman would prefer not to become fully active again, but would rather act in a mentoring capacity.
- c. **National Conference on Building Commissioning (NCBC):** Tracey posted NCBC notice on the website. Members are having trouble navigating to the NCCBCA website.

**Action Items**

RAY: Forward BGE Retro-Cx email.

Tracey: Send notice to the BCA director (or web manager) about the difficulty in navigating to the chapter website.

**Next board meeting Wednesday, June 13th at 3 PM EST**

**Via Conference call**

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

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