

Wednesday, June 13, 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, Tracey Jumper, Jim Givens, Wayne Williams, 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**
 - h. **New Committees**
 3. **NEW BUSINESS**
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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:** Content for the next newsletter needs to be developed.

Wayne has materials for 2-3 articles in draft currently. Wayne proposed that newsletters be published in mid-July, mid-September, and mid-November to announce events and build interest for elections.

Action Items

Tracey: Post Newsletter to website

Wayne: Send out a draft the first week of July

Will: Draft a membership article for the newsletter.

Tracey: Draft an article on NCBC, and email Sheri Adams about getting any photos from the conference. Also, send will any notes on membership benefits from the NCBC breakfast session that can be added to his newsletter article.

ii. **Websites:**

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

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

BCA Group on Linked-In

Sheri Adams offered that in order to remove some of the confusion in navigating from the bcxa.org website to the chapter website that we can post events directly to the bcxa.org website with our chapter information.

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

Tracey: Keep reporting to IBOD/admins that members are having trouble getting to our chapter website from the main bcxa.org page.

c. **Membership Committee –**

Will has reported that the main result of membership survey was that it produced a few non-renewed members who were prompted to renew their membership. The survey activity has been closed out and Will requested a new task for his committee.

Action Items

Will: Draft a membership article for the newsletter (see "NCC Newsletter" items above).

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

i. 2012 Events: 4st quarter: Meet and Greet – Capital City Brewery/DC – Completed.

~~2nd quarter: May 4th Building Envelope Event – John's Office/York, PA~~

~~Registration fees have been set at \$20/member, \$30/nonmember.~~

3rd quarter: Event TBD - Venue TBD/Virginia Beach, VA

4th 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).

Tony (via Will) is waiting to hear back from folks in VA Beach and Richmond to set an event (no details have been set so far). The contacts are set for collaborating, but a date/location needs to be set.

Action Items

Tony (with Will as support): Follow-up with contacts to set a date/location.

Tracey: Report back from Hampton Roads VA Beach ASHRAE board contacts to see about co-sponsoring an ASHRAE meeting.

e. Treasurer's Report –

i. ACCOUNT BALANCES: Present balance is \$16,169.21 from all accounts.

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

iii. EXPENSES: Ray has received the bill for insurance , \$873.00, with the insurance having an expiration date of Aug 3, 2012.

Action Items

Jim: Send our check for insurance (\$873.00) before Aug. 3, 2012.

f. Regional Rep. report –

No report this month.

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.

Action Items

Ray and Jim: Co-author a letter to the IRS and issue the letter before next month's meeting.

h. New Committees--

New committees were discussed in January meeting: Auditing (non-board member), PR, Finance (Chair, Treasurer). Ray noted that these positions are optional but not mandatory at this time.

Action Items

ALL: Review the new positions before next month's meeting and hold a vote next month with the entire board present.

3. NEW BUSINESS

- a. **BGE Retro-Cx Service provider program:** Ray attended the presentation.
- 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. Please keep this in mind when planning events and conducting board activities that could use previous board insights.
- c. **National Conference on Building Commissioning (NCBC):** Post conference discussion. Jim reported that his coworkers attended and had positive feedback. Tracey offered that if our members who attended had any feedback that she could relay the information to the planning committee for next year's NCBC.
- d. **Credit card/online registration for future chapter events:** Several other chapters go through our BCA admins and have successfully set up online registration for chapter events.

Action Items

TRACEY: Email Sheri Adams about getting information on setting up online registration for chapter events.

Next board meeting Wednesday, July 11th at 3 PM EST

Via Conference call

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

****Mark your Calendars****