

Wednesday, July 11, 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, 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. **BGE Retro-Cx Service provider program**
 - i. **Outreach**
 - j. **National Conference on Building Commissioning (NCBC)**
 - k. **Credit card/online registration for future chapter events**
 3. **NEW BUSINESS**
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Topic

1. **OPENING OF MEETING;**
 - a. Meeting was opened by Ray Smith.
2. **ONGOING BUSINESS**
 - 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 first draft. Ray has revisions. Wayne is drafting an article for next newsletter on Cx Data Center Units with a contact from Emerson.

Action Items

Will: Edit current newsletter from 50% draft version to final draft. Draft a membership article for the newsletter (pending info on membership benefits from Tracey). Include flyer for upcoming event in 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. Post Ray's final edited newsletter to website.

Ray: Ray needs to complete the letter from president. Ray will final edit and email to membership.

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 (interactive)

Wayne, Ray and Tracey are on Linked-In. Wayne suggested making a thread about joining committees to fulfill CCP maintenance requirements.

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: Log 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 –

No updates to report.

Action Items

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

d. Event Committee Report (Chair DiLeonardo)

i. 2012 Events: ~~1st 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

4th quarter: Annual Meeting+Elections - Venue TBD/ DC

Will has received correspondence from folks in VA Beach - Trane, and Richmond - EXP 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.

Will and Ray suggested that a Richmond event may be more successful based on locations of BCA members. No board members on the call were opposed to either location.

Action Items

Will: Forward/email event correspondence from Trane/VA Beach, and EXP/Richmond, VA.

Tony/Will: 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 for Sept/Oct.

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: Jim has cut the check for the General Liability (\$873.00 due Aug. 3), as well as the Directors and Officers Insurance for \$425.00. These expenses will be reflected on next month's statement.

Action Items

Jim: Update account information for next month.

f. Regional Rep. report –

No report this month.

g. NCC Documents --

Re: IRS Charter. Jim was able to contact the IRS about our eligibility as a non-profit and our filing classification, and name change. Jim verified that we are listed as "National Capital Chapter" with the VA Brinjac address. This item is now closed.

h. New Committees--

Phone Vote took place for accepting/declining formalizing the following committees. Results are below.
Committees: Auditing (non-board member), PR, Finance (Chair, Treasurer). Ray noted that these positions are optional but not mandatory at this time. Wayne suggested forming an Education committee.

Auditing Committee: Declined.

PR: Declined.

Finance: Declined.

Education: Accepted.

Action Items

ALL: Approach potential nominees for the position, and submit information/resumes for a

prospective Education committee chair.

- h. **BGE Retro-Cx Service provider program:** Ray attended the presentation. He noted that he had not heard anything further since, and that it might take a while for the program to take off. This item is now closed.
- i. **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. This item is now closed.
- j. **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. This item is now closed.
- k. **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 in advance on setting up online registration for chapter events.

3. NEW BUSINESS

a. IRS Filing Requirement.

Since we were originally chartered in DC, were revised to the VA address, we should contact the Sec of State of VA as well as DC to determine the advantages/disadvantages for filing and maintaining our tax-exempt status. We currently do not have any returns on file in any state for the last three years. We are not under penalty for not filing, but we do not currently have our tax information on file if a public inquiry as to our tax-exempt status is made.

Action Items

Jim: Following up to determine the advantages/disadvantage of filing in VA versus DC, and what information we should file to maintain our tax-exempt status

b. IBOD position paper on providers.

John discussed the latest position paper from the IBOD on the qualifications of commissioning providers. The BCA is looking to strengthen the CCP certification. Among the strategies is the collaboration with other organizations (ASHRAE, e.g.) for supporting the certification. The position paper has not yet been posted for the membership outside of the web/conference call.

Next board meeting Wednesday, August 8th at 3 PM EST

Via Conference call

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

****Mark your Calendars****