

Wednesday, August 22, 2012
4 pm EDT
Full Board Meeting



Meeting occurred via Teleconference
1-213-289-0155, Conference room # 9528548
Moderator Pin # 1277315

Meeting Minutes

Note taker: Tracey Jumper

Board Members in Attendance: Ray Smith, Tony DiLeonardo, 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. **New Committees**
 - h. **Credit card/online registration for future chapter events**
 - i. **IRS Filing Requirement**
3. **NEW BUSINESS**

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:** The newsletter was issued by Ray, posted by email.

Action Items

Tracey: Update website with newsletter..

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 –

Membership article was completed in the newsletter. No contacts or responses have been received. Tracey asked when our chapter receives new members updates

Action Items

Tony: Send membership roster updates (includes new members since last update).

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: Chesapeake, VA Nov. 19th

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

Tony has sent out dates for a Chesapeake, VA Trane. No agenda has been set, but Tony called for speakers from the board first, and open the presentation opportunity to membership.

Tony suggested based on email responses that a November date would be best
The board agreed on Mon. Nov. 19.

Action Items

Tony: Create a Save the Date to send out for sponsorship,

e. Treasurer's Report –

i. ACCOUNT BALANCES: Present balance is \$14,871.21 from all accounts.

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

iii. EXPENSES: No expenses to report from last month.

Tony requested using some chapter money to cover deposits for the November event, and any other costs until sponsors are secured and money comes in. Ray made a motion and Jim seconded and the board voted in favor of extending the upfront financial support to Tony to start with event arrangements.

Action Items

Jim: Gather documentation on combining accounts, rolling over inactive Wachovia account.

f. Regional Rep. report –

The main IBOD discussion focused on membership and budget. There is a slight increase in overall membership. There will be a big membership drive in the Fall. The IBOD is on par with this year's budget. Another topic of discussion was the possible assembly of a group that would have representatives from several organizations with commissioning certifications with the idea of coming together on a single certification. Certification board members that are currently representing our organization are currently

g. New Committees--

Ray offered that the handbook may include the description to be able to offer to potential Education committee chairs. Wayne suggested that we continue web-posting educational information from our events.

Action Items

ALL: (Continued from last month) Approach potential nominees for the position, and submit information/resumes for a prospective Education committee chair.

h. Credit card/online registration for future chapter events: Tracey reviewed the email from Sheri Adams indicating that online event registration can be set up by the BCA if the chapter supplies the event information and attendee costs.

Discussion has had on whether or not to charge for the Chesapeake, VA event.

Tony, Ray suggest \$20 non-members, FREE members

Tracey, Will, Wayne charge both, with discount for members.

The board votes in favor of charging for both members and non-members, with final costs based on a final event cost estimate from Tony.

Tony notes that historically the event cost has been between \$2000 and \$3000.

Action Items

TRACEY: Email Sheri Adams about chapter cost info for the online BCA registration.

TONY: Send an estimate by email for per-person cost.

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

3. NEW BUSINESS:

a. Event Committee Support: Will offered his support, local contacts to Tony for the Chesapeake VA event.

Next board meeting Wednesday, September 12th at 3 PM EST

Via Conference call

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

****Mark your Calendars****