



Wednesday, September 12, 2012  
4 pm EDT  
Full Board Meeting

Meeting occurred via Teleconference  
1-213-289-0155, Conference room # 8817522  
Moderator Pin # 1277315

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**Meeting Minutes**

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**Note taker:** Tracey Jumper

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**Board Members in Attendance:** Ray Smith, Wayne Williams, Will Wright, Tracey Jumper, John Runkle

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**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. **New Committees**
  - h. **Credit card/online registration for future chapter events**
  - i. **IRS Filing Requirement**
3. **NEW BUSINESS**
  - a. **Form Letter for CCP maintenance**

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**Topic**

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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. Add Save-the-date Nov. 19.

**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 (interactive)

**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 –**

Tony sent latest membership roster by email since last meeting. Will suggested revisiting the possibility of allowing new members to sign up at the Nov. 19th meeting.

**Action Items**

Will: Review requirements for membership signup at Nov. 19th event registration table.

**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: Chesapeake, VA Nov. 19th

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

- John suggested making his BCA webinar CD available at the Nov. 19th meeting.
- Tony is waiting on confirmation from Trane on a volunteer for a Nov. 19th presentation.
- Wayne suggested sending the invitation to IFMA membership.
- The panel discussion will be similar to previous NCCBCA/GMU event with moderator and prepared questions. Panel volunteers are John, Tony, Ray, Will, and Wayne. Tony will follow-up with Jim's availability.
- Will offered his support for finding sponsors, local contacts to Tony for the Chesapeake VA event.

- Wayne will take photos for the Winter newsletter at the Nov. 19th event.
- Tracey suggested mentioning elections and education chair at event.

**Action Items**

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

Tracey: Send Tony presentation titles to choose from for Save the Date.

Will: Contact Sheri Adams about getting BCA literature (re: membership) for the event.

Tony: Email the final event pricing, budget and hotel info next week.

**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 is still an open item; No action items were discussed or noted.

**iii. EXPENSES:** No withdrawals or deposits since last meeting.

**Action Items (Continued from last month)**

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

**f. Regional Rep. report –**

Tony reviewed that the report he gave last time was from the most recent IBOD meeting:

*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 suggested that a potential contact for education candidates might be the ASHRAE advisor from UMD.

**Action Items**

Wayne: Contact ASHRAE student branch advisor from UMD.

**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.

**Action Items**

TRACEY: Confirm registration set-up and test page.

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

**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 (Continued from last month)**

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. Form Letter for CCP maintenance:** Wayne suggested sending an end of year form letter to board participants, recognizing their NCCBCA participation.

**Action Items (Continued from last month)**

Ray: Draft recognition letter.

**Next board meeting Wednesday, October 10th at 3 PM EST**

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