

Tuesday September 10, 2013,  
3 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:** Robert Menuet

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**Board Members in Attendance:** John Runkle, Tracey Jumper, Rob Menuet, Jim Givens, AJ Speicher, Will Wright,

**Others:** Adam Seigrist

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**Subject:** Full Board Meeting: Meeting Minutes

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### Agenda Items:

1. **OPENING OF MEETING**
  2. **ONGOING BUSINESS**
    - a. **Accept/confirm minutes of previous meeting**
    - b. **Chapter communications**
    - c. **Budget**
    - d. **Event Committee Report**
    - e. **Treasurer's Report**
    - f. **Regional Representative's Report**
  3. **NEW BUSINESS**
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### Topic

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1. **OPENING OF MEETING**
  - a. Meeting was opened by Tracey Jumper.
2. **ONGOING BUSINESS**
  - a. **Minutes of last meeting**

The meeting minutes for August were approved.
  - b. **Chapter Communications**
    - i. Adam has taken over management of the website.
    - ii. Action item: update website with pictures and information about the successful ATI event; Adam.  
Action: Tracey to forward additional information regarding additional events.

- iii. Action item: An informal BCA/NCC chat conference was held (August 13) at 4PM, after the Board meeting. The discussion included BCA/NCC announcements and (unexpectedly) a discussion about business development and marketing of commissioning services. The next Chat has been tentatively set for prior to the November event, tentative topic will be electrical commissioning. This will feed into the November events topic.

Action item: Tracey to confirm the date and topic.

**c. Budget**

- i. Jim forwarded the Treasurer's Report September prior to the meeting (copy attached). Jim noted the report shows payments for renewed insurances, receipt of 2nd quarter dues.

Action item: Jim will follow-up with IRS regarding taxes and setup for e-postcard for next year.

**d. Events Committee**

- i. **Baltimore MD - completed in April**

- ii. **York PA ATI Event - completed in June.**

- iii. **Philadelphia/EEB hub Event (October 29-tentative date)**

A.J. will fill out the Facilities use and insurance forms. PSU has requested being listed as an additional insured (Jim will forward the COI to A.J with PSU added). The event can be either 1/2 or full day. The agenda has not been developed, and will be discussed through email between Board members. Adam sent the ATI flyer to A.J. to use as a template. Information must be submitted to Sheri by October 1 for approval for CEUs..

Action items: as listed above.

- iv. **Pittsburg Eaton Event (Nov. 21)**

Adam is handling this event. The focus will be electrical system commissioning. Event notification will go out after the Philadelphia event. Adam will develop a more detailed agenda in he next week or two and forward to the Board members.

Action item: as listed above

- v. **University of Maryland Lunch & Learn (Fall Event - date TBD)**

Date still to be determined after Fall sessions start. Suggestion is for a Pizza Party. No further discussion this month.

**e. Regional Rep. report**

No report this month

### **3. NEW BUSINESS:**

#### **a. BCA Elections:**

Refer to Sheri Adams email dated 8/26/2013. Applications/nomination forms are due September 30.

Action item: The Board members should check the by-laws to determine if more than one person from a single company can serve on the board at the same time; All.

**Next board meeting Tuesday, October 8, 2013. Check emails for more information.**