

Wednesday, November 14, 2012,
3 pm EDT
Full Board Meeting



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

Meeting Minutes

Note taker: Tony DiLeonardo

Board Members in Attendance: Ray Smith, Tony DiLeonardo, Wayne Williams, Jim Givens, 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. **New Committees**
 - h. **Credit card/online registration for future chapter events**
 - i. **IRS Filing Requirement**
3. **NEW BUSINESS**
 - a. **Form Letter for CCP maintenance**

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:** Updates were made to the
Wayne will be taking photos for Nov. event.

Action Items

Tracey: Update website with current event information.

TBD; Volunteer for an article on November event

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)

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

c. Membership Committee –

Will will review the plans for sign up. (from Sheri's explanation.)

Action Items

Will: Prepare setup for membership sign-up via laptop/internet. Get electronic copies of membership forms from Sheri.

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: Chesapeake, VA Nov. 19th

4th quarter: Annual Meeting+Elections - Venue TBD/ DC Ray to research options.

- The save the date has been distributed to the membership.
- Tony requested that the board members pass on the event information.
- Agendas are set. (See the Save the Date flyer)
- Tony sent Will sponsorship information;(Done)

Send Group Hotel accommodation for November event to Board

Tony to ask Liz Fisher about November event attendees.

Tony to get lunch and break time food ordered for Event.

Tony to send Ray Damuth Trane contact information for Event

Action Items

Tracey: Send Tony bio.

Presenters: Send Tony presentations by Nov. 1

Bios from all board members.

Presentations with AIA formatted presentations, Tracey, Wayne, Tony, John.

Tony: Confirm if panel/forum can have AIA credits (learning objectives? list of questions?) with Liz.

Tony: sending out save the date to the membership.

Tony has event information: will resend (\$2500 total cost)

Tracey: Make announcement about education committee chair (new position)

e. Treasurer's Report –

i. ACCOUNT BALANCES: Present balance is \$14,871.21 from all accounts.. Status remains unchanged from last month.

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 was absent from the last meeting..

g. New Committees--

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

Wayne suggested writing up some officer duties (or pulling from the operations manual).

Action Items

Wayne: Contact ASHRAE student branch advisor from UMD - Wayne has signed up Professor Tehadi from U of MD

Ray: Pull info from chapter operations manual fr education committee chair

Close item.

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)

Ray: email Jim on Status.

a. Form Letter for CCP maintenance: Wayne suggested sending an end of year form letter to board participants, Ray to create form letter.

3. NEW BUSINESS:

recognizing their NCCBCA participation.

Action Items (Continued from last month)

Ray: Draft recognition letter. (deadline by Chesapeake event).

Jim Givens to send letter to bank to close bank and withdrawal the remaining funds in the Wachovia account

Next board meeting Wednesday, November December 12th at 3 PM EST

****Mark your Calendars****