

Wednesday, December 12, 2012,  
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:** Tracey Jumper

**Board Members in Attendance:** Ray Smith, Tony DiLeonardo, Wayne Williams, John Runkle, Tracey Jumper, AJ Speicher, Rob Menuet, Will Wright (Note: Jim Givens absent, but forwarded notes previously.)

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**Subject:** Annual Business Meeting: Meeting Minutes

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### Agenda Items:

1. **OPENING OF MEETING / BOARD MEMBER INTRODUCTIONS**
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**
  - j. **Form Letter for CCP maintenance**
3. **NEW BUSINESS**
  - a. **Board appointments for 2013**
  - b. **2013 Leadership Retreat**

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### Topic

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1. **OPENING OF MEETING / BOARD INTRODUCTIONS**
  - a. Meeting was opened by Ray Smith.
  - b. New incoming board members were welcomed. Board members introduced themselves.
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 submitted draft of Winter Newsletter via email.

**Action Items**

Ray: Issue the letter from the president. Forward photos from Nov. 19th event.

Ray, Tracey, John, Will: Draft Nov. 19th VA event article.

**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)

Tracey: Update website with new board members' info 2013. Remove VA event. Invite new board members to social networking media.

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 reported that 1 attendee renewed their BCA membership at the Nov. 19th VA event.

Ray closed out Will's membership duties for the year, and deferred continued duties to new 2013 board and committee chair.

**Action Items**

2013 board: Establish membership committee chair and year goals.

**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

Feedback, "Lessons Learned" from Chesapeake, VA event:

Per Ray, Chesapeake VA event was not well-attended.

Per Tony, however it did cater to Chesapeake, PA area members, which was a main purpose of the event. A stronger or different marketing approach may be needed for next similar event.

Per Tracey, it was a unique opportunity for providers to talk to other providers (no owner

attendance, e.g.)

Feedback for IBOD: Late registration deadlines locked registrants out during event, and complicated the process of registration on the whole (no direct link to website registration, e.g.)

Lessons learned summary: Credit card website. Marketing for VA area could be better. Need more direct link to the web registration form.

**Action Items**

Tracey: Send IBOD credit/registration feedback to Sheri Adams

**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:** Reimbursement checks from Chesapeake event have not yet been recorded on the above present balance.

**Action Items**

Jim: Gather documentation on combining accounts, rolling over inactive Wachovia account. Jim is working with Ken Hahn to close out the account (Jim is not listed on the account currently.)

Jim: Write Tony D. a check for the Chesapeake event reimbursement: \$452.80 (for food and beverages.

Board (Nov. 19 event attendees): Send Jim travel/lodging expenses, receipts.

**f. Regional Rep. report –**

Per Tony, Call for sponsorship for NCBC in May 6-8, 2013. Abstracts have been reviewed.

\*\*\*Board sponsorship \$2500 should be considered

\*\*\* Looking ahead to Leadership retreat

Marketing tools were discussed: Cx data processing, board registry, board databases, an information share (for FPTs, etc.)

Certification discussion is ongoing. Possibly including building envelope.

Owner membership drives were discussed and a recommendation was presented for \$100 trial membership.

**Action Items**

2013 Board: Make decision on and budget for NCC BCA chapter NCBC sponsorship.

**g. New Committees--**

Wayne has signed up Prof. Tehadi for the Education committee for next year. Ray suggested having separate calls with him for discussions on events etc.

**Action Items**

Wayne: Keep Prof. engaged for next year.

**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.

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

This would be a letter of thank you for serving on the board (proof of board service, since it fulfills one of the requirements for CCP maintenance).

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

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

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

#### **a. Board Appointments for 2013**

Through discussion and vote, board members were appointed to the following positions for the 2013 year:

Pres

Tracey

VP

John

Sec

Rob

Treas

Jim Givens

Regional Rep

Tony

Newsletter & Education

Wayne

#### **Action Items**

2013 Board: Defer board remaining committee member elections for 2013 board.

#### **b. 2013 Leadership Retreat:**

John motioned for chapter to cover costs, and the board voted yes. A target amount was budgeted as \$1,200/ea. The 2013 Leadership Retreat is planned for Austin, TX. Feb. 8-9

**Next board meeting TBD, January 2013. Check emails for more information.**