CHAPTER BOARD MEETING MINUTES

Date: Wednesday, April 26th, 2017  
Time: 4:00 – 5:00

Meeting Called By: Charles Hutchinson
Type of Meeting: Monthly Chapter Board Meeting

Attendees: Charles Hutchinson, Chris Kerr, Bradley Brooks, Tom Poeling, Steve Carroll, Brian Graham

Discussion:

Tech Talks

- It has been discussed several times that all chapters will combine to lessen the burden on giving multiple talks per year.
  - Charles has reached out to Liz and John Villani to determine who is putting together the list. Charles will follow up again to obtain the list.
- TAB Tech Talk of high interest
  - TAB
    - James to reach out to AABC to provide a talk on TAB
  - TAB Tech Talk of high interest
    - James went to a TAB mtg yesterday at ACG conference and obtained three different contacts with specific areas of expertise. James to provide update at next board mtg.
  - Title 24 Acceptance Testing – Brad feels topic has been covered. Most board members on call concur
  - Open and Closed Loop Photocells
    - Lyn to talk to Wattstopper
      - Target date is late May, BCA would prefer to have at least a month notice so we have time to market the event
      - Brian to reach out to Lyn to see where we are at with Wattstopper

ACG Conference

- Charles and James are attending and will update us next meeting
- ACG Conference Notes from Charles
  - 7% increase in attendance
Chapter Board Meeting Minutes

2019 Title 24

- Board needs to discuss writing the CEC Cx letter in more detail at the May mtg.

Other Topics of Discussion

- NEBB has opened their Mechanical Acceptance Test Technician training program.
  - Lyn to provide update on Mech Acceptance Test Tech training at May mtg
- Brad is now in Step II of lighting certification
- Provide the name of the one organization you plan to do a joint meeting with during the course of this year
  - Lyn suggested USGBC as a joint meeting partner
  - Steve to check in with BOMA
  - Brad to check in with ASHRAE
  - Lyn partnered with IEEE to have a joint meeting with our BCA CA chapter
- Write a paragraph on what the chairman needs to do in their role as the chairman of a given committee
  - Brian to write up roles for each chair person
  - Charles to reach out to Sheri to see if a write up already exists to the roles and responsibilities of a chair person
- Public Relations
  - Chairman unclear at this point
- Membership
  - Chairman unclear at this point

2017 Leadership Meeting in Salt Lake City

- Charles to send list to Liz
- Charles, Steve and Brian

New Website Idea – Member Spotlight

- Member profile on particular CA chapter member each month
  - Provide picture of person
  - Have person answer standard questions – how many years they’ve been working, what their favorite part of commissioning is, specialty, etc.
- Brad and Brian to coordinate to get this on website
  - Brad already has someone in mind for first spotlight
National Advisory Call Discussion

Discussion around National governance – intent is to be more formalized so that everyone understands what the rules are

- Board needs to review documents from National
  o Chapter Agreement
  o Antitrust Policy
  o Board of Directors Commitment
  o Policy Compliance

Desire from Board to have Bruce Pitts on our next tech talk/chapter meeting.

Treasury Report

- Checking: $9,894.40
- Savings: $1,475.97