CHAPTER BOARD MEETING MINUTES

Date: Wednesday, May 31st, 2017
Time: 4:00 – 5:00

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

Attendees: Charles Hutchinson, Chris Kerr, Tom Poeling, Steve Carroll, Brian Graham, James Anderton, Lyn Gomes

Discussion:

Tech Talks

• It has been discussed several times that all chapters will combine to lessen the burden on giving multiple talks per year.
  o Charles, Liz, Tom and John coordinating to determine what chapters already have and what we should develop going forward.
  o Tom indicated that National chapter to have streamed tech talks starting in June 2017
    ▪ Add access to these resources on members only page
  o CA chapter could provide value by actively developing these resources
• TAB Tech Talk of high interest
  o TAB
    ▪ James reached out to AABC to provide a talk on TAB during the Cx Energy Conference:
      • James met with TAB people, no fees were discussed
      • James to obtain the presenter(s) resumes and presentation agenda for Board review
      • If approved, schedule them to provide TAB focused presentation
      • TAB presentation to be in the Fall
  o Open and Closed Loop Photocells
    ▪ Lyn to schedule a date with Charles Knuffke in July if possible.
      Targeting Tuesday, Wednesday or Thursday
    ▪ Brian to develop the marketing verbiage for the website and add it to the website as soon as the date is finalized
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- Lighting controls design talk with IEEE – evening meeting in Orange County, CA on June 14th or 15th
  - Lyn to provide the information so we can blast to members and put on website

OSHPD Update on Code

- James: OSHPD has no Cx requirements. He is pursuing additional information in regard to OSHPD Cx
- James will provide information to Board on agenda for CEC mtg about OSHPD requiring Cx
- Gabriel D. Taylor, P.E., is with the Building Standards Development Office at the CEC and is part of the current collaboration/review towards specifying Cx requirements relative to OSHPD (Class I) buildings.

2019 Title 24

- Lyn received comments from Theresa Sweet? (last name spelling) and the City of Seattle. They added additional requirements on to the Washington code requirements. They had to water down their Cx certification requirements because there weren’t enough qualified vendors.

Other Topics of Discussion

- NEBB has opened their Mechanical Acceptance Test Technician training program.
  - Lyn is working on scheduling this
- 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 partnered with IEEE to have a joint meeting with our BCA CA chapter
  - BCA will join an IEEE meeting. Targeting November for this joint meeting. We need to discuss next meeting to keep the ball rolling and begin advertising.
  - James is interested in opening a dialogue between BCA and IFMA
  - Goal: To hold an evening meeting to discuss/identify overlap of both organizations interests and identify how we can help influence policy or increase knowledge on an issue, and establish mutually desired objectives where teaming will provide benefit.
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• Write a paragraph on what the chairman needs to do in their role as the chairman of a given committee
  o Brian sent the roles. BoD to send comments

• Public Relations
  o Chairman unclear at this point

• Membership
  o Chairman unclear at this point

2017 Leadership Meeting in Salt Lake City

• Charles to send list to Liz – this is complete as of 6/1/17
• Attendees: Charles, Steve and Brian

New Website Idea – Member Spotlight

• Member profile on particular CA chapter member each month
  o Provide picture of person
  o 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
  o Brad already has someone in mind for first spotlight
  o Brian and Brad to touch base in June

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.

To be discussed at June’s BoD mtg. Please review and have comments ready for the June mtg.

• Steve to cover for Brian and do the meeting minutes.
Treasury Report

- Checking: $9,894.40 (+1,025 pending deposit)
- Savings: $1,476.01