CHAPTER BOARD MEETING MINUTES

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

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

Attendees: Charles Hutchinson, Steve Carroll, Brian Graham, Bradley Brooks, James Anderton

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 to follow up with National Chapter members in terms if we are going to do group tech talks.

• 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 made an initial request but did not receive a response. He will follow up with the presenter.
      • 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

Brian to email Lyn about tech talk – target mid-September

OSHPD Update on Code

• James: OSHPD has no Cx requirements. He is pursuing additional information regarding OSHPD Cx
  • James will send his meeting notes from the OSHPD call
Other Topics of Discussion

- NEBB has opened their Mechanical Acceptance Test Technician training program.
  - Lyn is working on scheduling this
- Brad has obtained his lighting acceptance certification
  - Brad took many hours of pre-online training, then qty. (2)-5 hour days and then qty. (2)-8 hour days to complete the lighting acceptance testing 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.**
- Brian to email Lyn about IEEE
  - 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.
- James and Steve will to develop an agenda for the meeting, the rest of the BoD will provide other ideas
  - Mutual beneficial tech talk
  - Identifying and discussing options to alleviate their issues
  - Write a paragraph on what the chairman needs to do in their role as the chairman of a given committee
    - Brian sent the roles. **BoD to send comments**
- Public Relations
  - Chairman unclear at this point
- Membership
  - Chairman unclear at this point

**BoD to send comments by August 4th about chairman descriptions**
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Lots of discussion about how to recruit these chair people

Discussed having a paid position, James liked the idea, other members did not.

BoD discussed sending a personal email to each current member to try and recruit a chairman for each chairman position

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 to pursue pilot member again. He was busy last time they touched base.

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
  - Chapter Agreement
  - Antitrust Policy
  - Board of Directors Commitment
  - Policy Compliance

BoD to submit all comments to Board by Wednesday, August 9th

Treasury Report

- Checking: $10,919.40
- Savings: $1,476.08