Northwest Regional Chapter - Meeting Minutes

The mission of the Building Commissioning Association is to provide value to our members and the building community by establishing professional standards, furthering the practice and positively influencing the industry environment.

Date: Monday, January 13th, 2020       Time: 3:00pm – 4:00pm PST
Location: Phone/Video Teleconference

Please join zoom meeting from your computer, tablet or smartphone.
https://zoom.us/j/7664609600
Call-in Number: 669-900-6833 or 646-558-8656
Meeting ID: 766 460 9600

Attendees

<table>
<thead>
<tr>
<th>X</th>
<th>Name</th>
<th>Position</th>
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<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td></td>
<td>Treasa Sweek</td>
<td>P, AC</td>
<td>X</td>
<td>Caleb Aring</td>
<td>M,</td>
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<tr>
<td>X</td>
<td>Myra Ferriols</td>
<td>VP</td>
<td>X</td>
<td>Angela Templin</td>
<td>M, MUC</td>
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<td></td>
<td>Scott Henderson</td>
<td>T</td>
<td></td>
<td>Janelle Kolisch</td>
<td>M, W</td>
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<tr>
<td>X</td>
<td>John Herboth</td>
<td>S, MC</td>
<td>X</td>
<td>Travis Lynn</td>
<td>M, ECC</td>
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<td></td>
<td>Geremy Wolff</td>
<td>NL</td>
<td>X</td>
<td>Scott Usselman</td>
<td>M</td>
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Legend:
P-President, V-Vice President, T-Treasurer, S-Secretary, NL-National BCxA Liaison, M-member, at large
AC-Advocacy Chair, MC-Membership Chair, Educational/Confernce Chair-ECC, Meet-Up Chair-MUC,
W-Webmaster, X Attended, Blank-Absent

Opening of Meeting: Treasa

Minutes from December 9th, 2019: Call for revisions, motioned for approval, unanimous approved.

Old Business:

- Scott H working on Budget for 2020. Scott to send out proposed budget for board review and approval by end of January 2020.
  - Chapter board to vote by email on 2020 budget after submission and review by executive members; Treasa, Myra, Scott H., and John H.

Officer Reports

- Presidents Report: Monthly meetings by national, plan to have one member always attend and then provide update to NW Chapter. President's Advisory Council, Jan 22nd 11AM PST. Not all board members received the mtg invite. John H. to provide update email list of board member contact info. Shared responsibility for a board member to attend, Myra to attend next week's meeting.

- Treasurer Report: Scott H. not available for the meeting and did not submit a report.

New Business:

- 2020 BOD Meetings, Date/Time Confirmation 2nd Mon. @ 3-4PM.
• Chapter Deliverables: Documents to national BCxA, Caleb to lead completion.

• 2020 Quarterly Chapter Business Mtg Schedule [12PM – 1PM]
  o 1st Quarter: March 19th, 2020
  o 2nd Quarter: June 4th, 2020
  o 3rd Quarter: September 17th, 2020
  o 4th Quarter: November 19th, 2020

• By-law requirement for at least one annual meeting as a chapter, in person. NW regional conference could be our annual chapter meeting, day before was voted on, 3 for, 3 against, 1 abstain. Other option would be an annual meeting in December, such as a holiday meeting, in person.

• February 27th & 28th BCxA Leadership Conference in Phoenix, AZ. NW Chapter Attendees, Treasa and Myra plan to attend. Angela is interested but needs budget details. Caleb, Travis, and John H. have conflicts. Other board members intent needed.
  o Question on chapter paying for attendees, previously president and past president had percentage of costs paid. Good investment in Caleb’s experience for board member growth. Intent is for all board members to go per Myra who also said it was very valuable.
  o Chapter funds available needs to be determined so that individual board members can submit for funds from individuals’ companies. $2000 budget in 2019, $1000 per attendee. Prioritize funding for leadership over annual discussed. Funding suggestion to increase 2020 budget to $4000, $1000/attendee, and so 4 attendees can go.

Website Updates (Webmaster - Janelle)

• 2020 Goals and any quarterly action items to be submitted at least 2 days prior to the next BOD mtg for group access. Brief summary to be done at next meeting by lead.

Committees:

• 2020 Goals and any quarterly action items to be submitted at least 2 days prior to the next BOD mtg for group access. Brief summary to be done at next meeting by lead. Recommend that committee meet and/or call for additional members be done this month

Meet ups (Chair – Angela):

• Update to be provided at next meeting.

Educational/Conferences (Chair – Travis):

• Update to be provided at next meeting. Committee includes both Tech Talks and the NW Conference.

Advocacy (Chair – Treasa):

• Update to be provided at next meeting.

Membership (Chair – John):

• Update to be provided at next meeting. Current tasks include;
o NW Regional Conference Attendees List outreach
o IFMA invited BCxA to their March 4th Symposium Event in Ridgefield, WA. Notice to NW Chapter Board and event opportunity for BCxA membership table.

National BCxA Liaison (Geremy):
- Geremy not available during meeting for national meeting update. Geremy not normally available from 3-4PM.

Action Resolution
- Quarterly Mtgs Dates Selected.

Action Items for Next Meeting
- 2020 NW Chapter Budget Vote by email after submission of draft budget and review by executive committee; Treasa, Myra, Scott H, John H.
- Caleb - lead BCxA Deliverables due to national, complete checklist by Jan. 30th.
- John H – email Janelle, Scott U, and Scott H desire to attend Feb. leadership conf. [Complete]
- Janelle/Treasa/Travis/John H/Angela – 2020 Goals and Action items by webmaster and committee due at least 48 prior to next BOD mtg.
- Janelle/Treasa/Travis/John H/Angela – website president introduction and committee topics for the year. 2020 chapter website updates to follow.
- John H – BCxA response to IFMA invitation to their March 4th Symposium in Ridgefield, WA.

Agenda Items for Next Meeting
- Webmaster and committee 2020 Goals summary
- 2020 NW Chapter Budget review

NEXT BOARD MEETING:
Scheduled for 2/10/20, 3:00pm – 4:00pm
2nd Monday of Every Month, 3:00pm – 4:00PM

Meeting Adjourned