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, February 10th, 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>
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<tr>
<th></th>
<th>X Treasa Sweek</th>
<th>P, AC</th>
<th>Caleb Aring</th>
<th>M,</th>
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<tbody>
<tr>
<td></td>
<td>X Myra Ferriols</td>
<td>VP</td>
<td>X Angela Templin</td>
<td>M, MUC</td>
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<td></td>
<td>X Scott Henderson</td>
<td>T</td>
<td>X Janelle Kolisch</td>
<td>M, W</td>
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<td></td>
<td>X John Herboth</td>
<td>S, MC</td>
<td>X Travis Lynn</td>
<td>M, ECC</td>
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<td></td>
<td>X Geremy Wolff</td>
<td>NL</td>
<td>X 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/Conference Chair-ECC, Meet-Up Chair-MUC, W-Webmaster, X Attended, Blank-Absent

Opening of Meeting: Treasa

Minutes from January 13th, 2020: Call for comments/revisions, future comments/revisions only to be done by email to John H. with minutes being posted the next day. Board approved the minutes unanimously.

Old Business:

- 2020 Budget: Chapter board voted by email on 2020 budget R4 after submission and review by all members. Caleb has submitted our budget to national on 2/6/20.
- Annual / Holiday meeting: Content in committee update section.
- Leadership Conference:
  - Confirmed attendees – Treasa and Myra
  - Confirmed budget from chapter - $1000/attendee this year, $2000 of $4000 held for national conference reimbursement.
  - Conference Agenda provided on Leadership conference, Myra to forward to the board.

Officer Reports

- Presidents Report: 2019 national goals accomplished. 2020 national goals from Dan F./National Board President; develop 20 under 40 for Cx Providers, BCxA podcast, expand training/education, expand student involvement. Recordings of meetings in box account for board members.
  
  Treasa S./NW Chapter President, desire to add technical content to quarterly meeting due to feedback to avoid meetings being all business. Discussion to be held later in meeting.
**Treasurer Report:** See attachments. 12 month cash flow and report. D&O insurance policy nationally potentially with sign on by regional chapters, no update. Treasa and Myra to ask for an update at the Leadership conference, AR for next meeting. Board unanimously approved treasury report.

**New Business:**

- **Chapter Deliverables Update:** Caleb was not available for board meeting. 3 documents for all board members to fill out and sign. Need to complete and upload to Box folders ASAP so that the chapter can submit to national.

- **2020 Quarterly Chapter Update for Members:**
  - Intro by Treasa and plans for sub-committees sent to all members and posted on the chapter website with all quarterly meeting dates/times.
  - Agenda needs to be sent to members for Q1 meeting
  - Desire to shorten business side, post all minutes, financials, and details on the chapter website so that for those who want to be informed, they can be.
  - Sub-committee updates, when available should be sent through John H. and give to Janelle to be posted to chapter website regularly.
  - Treasa, with feedback, suggest that we reestablish educational/technical content, 45 minutes of 60 minutes. Suggest we elaborate on Techtalks content potentially and other relevant topics relating to BCxA topics to satisfy members, open for discussion.
    i) **Why did we move away from educational content?**
       1) In person attendance in Portland/Seattle was mild to low.
       2) Participation ability of remote attendees was main criticism.
       3) A lot of effort to bring in presenters, need to charge attendees, organize food and drink. It was a challenge.
    ii) **Suggestions to improve/renew effort?**
       1) McKinstry offices in Portland/Seattle willing to host local meetings with good audio/visual meeting rooms.
       2) Need a moderator to engage remote viewers. John H. is hosting meetings and is willing to be the moderator. John H. to ask Sheri on how to best utilize remote hosting for educators so in person/location setup tunes in, rather than runs the show. National uses Blue Sky.
    iii) Next board meeting 10 days before Q1 meeting. To offer CEUs, need to confirm with Liz for approval, min 2 weeks prior to the meeting. Funds would be needed if going route with CEUs.
       1) FSD/FLS Cx testing content from John H. (Q1) as potential meeting topic.
       2) WA State Energy Code, HB1257 new law clean building for commercial buildings (Q4).
       3) Q2 / Q3 content ideas?
    iv) Offline discussion and resolution needed with the board due to time limitation in meeting.

- **Ed a Spokane, WA chapter member, used to be a national member, involved in school construction technical advisory committee (TAC).** Report posted in box, to be attached to the board minutes email. Treasa to post his materials. Ed is a resource.

- **Energy code meetings have not been well attended in Seattle WA.**
  - Can we put out a notice to members for better attendance? Yes, agendas, details like date/time/location to be sent to John H and Janelle so that we can post online and send out to chapter members.
• John H. not available to attend IFMA meeting in Ridgefield. No other board members available/interested. No BCxA booth or support at event planned.

Website Updates (Webmaster - Janelle)

• Content Updates / Changes: Updated last week, welcome page with Treasa’s intro letter, board page, and schedule. Can do pages for each sub-committee to post content. Plan to post board and chapter meeting minutes.

Resources to be updated soon. Need a photos and credentials from each board member. Geremy W. to be removed from board page. Goals/tasks for 2020 comments needed if anyone wants to see anything else on the web page.

Committees: Brief summary of 2020 goals and action items

Meet ups (Chair – Angela):

• Need to contact members for participation and local hosting. Angela to send survey to board for dates/times so that board members can attend to drive local meetings and have board representation.
  o Ideas for Improvement:
    i) 1st drink on the BCxA? None in current budget. Any legal complications with BCxA buying drinks for members? Geremy can ask national legal.
    ii) Can raffle best practices guide to get funds?
    iii) Angela to put ideas in an email for feedback due to time limitation in mtg.

Educational/Conferences (Chair – Travis):

• Sub-committee had its 1st meeting, action items and minutes to be posted in Box shortly by Travis. Plan is to establish regular monthly meetings. Budget, logistics, agenda, educational content etc. to be discussed regularly.
  o Site and date not decided yet for conference. Desire to move the date to late October to early November time frame for more planning time yearly for leadership.
  o Techtalks, desire to sign up for the latest slot possible at the leadership conference.
  o Sponsorship search hasn’t started yet, will be looking once site/date is set.

Advocacy (Chair – Treasa):

• Sub-committee had its 1st meeting, 3 of 4 people, have 2020 goals and minutes, posted in Box.

Membership (Chair – John):

• Currently no additional sub-committee members, going to include a call for interested parties in the 2020 members update, call out a few members, and ask any new members monthly.
  o National goals 90% retention, currently at 143 members with 94 renewed (67%).
    National goal of 15% increase in members, currently at 6 new members since October, (29%).
  o Follow up emails to non-member NW Chapter Conference attendees, membership pitch and provide NW Chapter events and meetings schedule completed last week.
Follow up emails sent to non-renewal completed last week. Additional follow up needed.
Quarterly chapter meeting invites sent to all members, both renewed and non-renewed completed last week along with intro/greetings email from Treasa.
Attending monthly national membership meetings.

National BCxA Liaison (Geremy):

- National update to be removed from regular agenda, Geremy to update the board by email with necessary updates after the national meetings which are normally after the monthly chapter board meeting. National making it a priority to develop podcast and increase interest. Sponsorship prospectus refresh in progress. Revamp/refresh of the online training classes as they are getting outdated. Awards handed out at national conference, nomination process wasn’t very clear last year, committee to address and put out info early.

Action Resolution

- [Complete] 2020 NW Chapter Budget Vote by email of draft budget and review by board
- [Complete] Janelle/Treasa/Travis/John H – 2020 goals and action items by webmaster and committee due at least 48 prior to next BOD mtg.
- [Complete] Janelle/Treasa/Travis/John H/Angela – website president introduction and committee topics for the year. 2020 chapter website updates to follow.
- [Complete] John H – BCxA response to IFMA invitation to their March 4th Symposium in Ridgefield, WA.

Action Items for Next Meeting

- [Treasa / Myra] D&O insurance policy nationally potentially with sign on by regional chapters update at leadership conference.
- [Travis/Treasa/Myra] Techtalk assignment date/time with national, latest slot possible desired.
- [Caleb] BCxA Deliverables due to national, complete checklist by Jan. 30th
- [Board] Quarterly meeting content and Q1 meeting agenda.
- [Angela] 2020 goals and action items for the meet up sub-committee
- [Geremy] Any legal complications with BCxA buying drinks for members?
- [Janelle] to post Q1 board minutes including treasurer’s reports to BCA chapter website.

Agenda Items for Next Meeting

- Quarterly meeting content.
- Sub-committee updates
- D&O insurance

NEXT BOARD MEETING:
Scheduled for 3/9/20, 3:00pm – 4:00pm
*2nd Monday of Every Month from 3:00pm – 4:00PM

Meeting Adjourned