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, March 9th, 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

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<tr>
<th>X</th>
<th>Treasa Sweek P, AC</th>
<th>X</th>
<th>Caleb Aring M,</th>
<th>Myra Ferriols VP</th>
<th>X</th>
<th>Angela Templin M, MUC</th>
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<tr>
<td>X</td>
<td>Scott Henderson T</td>
<td>X</td>
<td>Janelle Kolisch M, W</td>
<td>John Herboth S, MC</td>
<td>Travis Lynn M, ECC</td>
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<td>X</td>
<td>Geremy Wolff NL</td>
<td>Scott Usselman 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 February 10th, 2020: Call for comments/revisions, future comments/revisions only to be done by email to Caleb A. with minutes being posted the next day. Board approved the minutes unanimously.

Old Business:

- Treasa to request an email update from each committee chair.
- Chapter Deliverables Update: This was completed during the leadership conference.

Officer Reports

- Presidents Report: Myra and Treasa attended the Leadership Conference in February.
  - Highlight - Every chapter struggles to reach members that aren’t in major cities. It is critical to have a way for all members to remotely attend events.
- Treasurer Report: See attachments. 12 month cash flow and report. D&O insurance policy information provided at the leadership conference. Treasa will follow up with Liz to find this policy in Box. Board unanimously approved treasury report.

New Business:

- Treasa shared the OSPI K-12 School Construction “TAC” email from Ed Simpson. Treasa would like our board to be better connected to this work and suggests that Ed attend our board meetings every other month. Treasa suggest that maybe this is a session at our conference.
Treasa suggests that he represent the BCxA through an endorsement with the understanding that Ed reports back every couple of months to this

- Our quarterly meeting will be remote only, no in-person locations due to Corona. Meeting is scheduled and planned for March 19th.

Website Updates (Webmaster - Janelle)

- Content Updates / Changes: Carried over from February below.
  
  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:

Meet ups (Chair – Angela):

- March 9th Update: The healthcare scare has put a hold on meetups. Wait for a month.
- February Previous Meeting Notes: 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.
  - Ideas for Improvement:
    - 1st drink on the BCxA? None in current budget. Any legal complications with BCxA buying drinks for members? Geremy can ask national legal.
    - Can raffle best practices guide to get funds?
    - Angela to put ideas in an email for feedback due to time limitation in mtg.

Educational/Conferences (Chair – Travis):

- Email update to be provided per request from Treasa

Advocacy (Chair – Treasa):

- Kevin Smith from Bozeman MT is working on a presentation for commissioning to meet AIA and BCxA standards for building inspectors (Montana jurisdictions). It is being updated to be more current, technical, and specific.

Membership (Chair – John):

- Email update to be provided per request from Treasa.
- Treasa informed us that the association level employees are calling non-renewing members asking them to renew.

National BCxA Liaison (Geremy):

- Email update to be provided per request from Treasa
Action Resolution

- [Complete] Techtalk assignment date/time with national slated for November
- [Complete] BCxA Deliverables due to national, complete checklist by Jan. 30th
- [Complete] Quarterly meeting content and Q1 meeting agenda.
- [Complete] Website meeting agenda for March 19th

Action Items for Next Meeting

- [Treasa / Myra] In Progress D&O insurance policy nationally potentially with sign on by regional chapters update at leadership conference.
- [Angela] In Progress 2020 goals and action items for the meet up sub-committee
- [Geremy] In Progress Any legal complications with BCxA buying drinks for members?
- [Janelle] to post Q1 board minutes including treasurer’s reports to BCA chapter website before our March 19th meeting
- [Caleb] to PDF and complete our chapter bylaws with Names/Dates in Box.

Agenda Items for Next Meeting

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

NEXT BOARD MEETING:
Scheduled for 4/13/20, 3:00pm – 4:00pm
*2nd Monday of Every Month from 3:00pm – 4:00PM

Meeting Adjourned