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, April 13th, 2020  Time: 3:00pm – 4:00 pm 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>Attendee</th>
<th>Position</th>
<th>Member Area</th>
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</thead>
<tbody>
<tr>
<td>Treasa Sweek</td>
<td>P, AC</td>
<td></td>
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<tr>
<td>Myra Ferriols</td>
<td>VP</td>
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<tr>
<td>Scott Henderson</td>
<td>T</td>
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<tr>
<td>John Herboth</td>
<td>S, MC</td>
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<tr>
<td>Geremy Wolff</td>
<td>NL</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 March 9th, 2020: Board to vote on approval of mtg minutes.

Old Business:

- Treasa suggests that Ed represent the BCxA through an endorsement of OSPI with the understanding that Ed reports back every couple of months to this board.

Officer Reports

- Presidents Report: Summary of BCxA presidents meeting that Myra attend.
- Treasurer Report: See attachments. 12 month cash flow and report. Square reader or Venmo for in person meeting collection?

New Business:

- Board meeting format and frequency ideas from Leadership conference. 1 hour business meeting every other month with 15 minute update meetings every 2 weeks, timely. 15 minute mtgs by video conference to test out potential Meet-up video happy hour format with a board member as moderator/host.
- Our quarterly meeting will be remote only, no in-person locations due to COVID-19. Next meeting is scheduled and planned for June 4th.
  - Q2 education topic suggestion, automated or monitoring based Cx.
  - Q3 education topic suggestion, 6-way valves for use with chilled beams
Website Updates (Webmaster - Janelle)

- Content Updates / Changes: Resources to be updated soon.
- Goals/tasks for 2020 comments needed if anyone wants to see anything else on the web page.

Sub Committees:

Meet ups (Chair – Angela):

- Update

Educational/Conferences (Chair – Travis):

- Update

Advocacy (Chair – Treasa):

- NW Chapter Update: 2020 Advocacy Policy Guideline working draft created in google docs. Request access through Treasa.

- Kevin Smith MT Update: Presentation for building inspectors in Montana jurisdictions draft is ready for review. Presentation date set has been cancelled due to COVID-19, will reschedule after quarantine is over in MT.

- John Herboth OR Update: Oregon Industry Energy Board (CIEB) Original Feb meeting postponed to April 7th, that meeting was also postponed with no reschedule date. Energy code for Oregon still on track to be ASHRAE 90.1 on Oct. 1st, 2020 with no alternative.

- Treasa Sweek WA Update: 2018 energy code effective date moved from July to November due to Covid-19.

- Jeff Dunnavant HI Update: There was an energy code training on energy modelling last month (via Zoom). Treasa will talk with Jeff about presenting commissioning as an add-on.

- Myra National Advocacy Update: April national meeting cancelled.

Membership (Chair – John):

- Currently no additional sub-committee members to date. Will continue to ask any new members again after a pause in February and March while I was on paternal leave.

  I will be updating our membership spreadsheet and send a copy to Sheri to update the master list.

- National goals 90% retention, currently NW chapter at 140 members with 111 renewed (79%). National goal of 15% increase in members, currently at 13 new members since October of the 21 national goal (62%). Northwest Chapter has 124 members currently with a goal of 147. See the attached membership tracking sheet provided by Sheri for other chapters progress, NW chapter is doing above average, tied for 4th in renewals.
National BCxA Liaison (Geremy):

- Email update to be provided per request from Treasa

Action Resolution

- [Complete] Posted January and February board minutes including treasurer's reports to BCA chapter website.
- [Complete] Board has endorsed Ed represent the BCxA through an endorsement of OSPI with an official letter from the board.
- [Complete] No, there aren’t any legal complications with BCxA buying drinks for members as long as we are at an establishment with a liquor license. Regardless of “who buys”, the establishment is liable.

Action Items for Next Meeting

- [Treasa] D&O insurance policy information provided at the leadership conference, Treasa will follow up with Liz to find this policy in Box.
- [Angela] In Progress 2020 goals and action items for the meet up sub-committee
- [Janelle] Post March approved board minutes including treasurer's reports to BCA chapter website. Post March Q1 fire life safety and fire smoke damper presentation to website.
- [Caleb] PDF and complete our chapter bylaws with Names/Dates in Box?

Agenda Items for Next Meeting

- June Q2 Meeting Agenda
- Sub-committee updates

NEXT BOARD MEETING:
Scheduled for 5/11/20, 3:00pm – 4:00pm
2nd Monday of Every Month from 3:00pm – 4:00PM

Meeting Adjourned