



ANNUAL REPORT

2014

President's Letter

Dear BCA Members and Friends,

Tradition, Transition and Transformation

2014 was the BCA's 16th year of operation, and its third year as a membership association independent from third party management. Year three is traditionally known as a transition year for organizations as business processes, resources and activities are refined. For the BCA, 2014 represents that year of transition.

Membership organizations thrive when the economy is stable, and suffer when it's not. While the BCA was transitioning to broader advocacy for commissioning professionals, the economy was also emerging from recession. Everyone was busy, and everyone was "under fire" to move ahead.

In spite of the rigors of transition, we stayed focused in 2014 on defined strategic initiatives such as industry-wide advocacy and consistency in commissioning certification. Our participation in the Commercial Workforce Credentialing Council, a Council of the National Institute of Building SciencesTM, contributed to the industry-validated Job Task Analysis Building Commissioning ProfessionalTM and development of the US Department of Energy Better Buildings Workforce Guidelines for the commissioning profession.

Lessons learned throughout the year were critical for moving forward as an inclusive and dedicated association for commissioning professionals and stakeholders. We learned that we must innovate, embrace technology and market changes in the built environment, while never sacrificing our core principles of delivering quality. Code changes, legislation, competition, commoditization, and other forces mean that BCA must find new ways to engage and sometimes take risks to move forward.

We aggressively invested time and leadership, forging major partnerships for future advocacy. We learned a lot about who we are in our markets and where we need to spend our resources to meet the professional needs of our membership. We learned that we need to re-balance and add to our resources to provide increased member benefits.

That said, we need new leaders to come forward and become active on behalf of our members – pushing past transition to pursue new avenues of market participation and advocacy. BCA is the only vehicle for commissioning stakeholders that acts at the ground level and the policy level on industry issues.

We need our best thought leaders, business leaders, and top talent to step up and lead from transition to transformation through chapters, committees and initiatives that support our success as individuals and as an association. It's time to reinforce the role of commissioning professionals and as a result take the next step toward better buildings and projects.

Sincerely,



Bill McMullen

President



Performance 2014

In 2014 the BCA was faced with lower than expected economic conditions. The Association was affected by market forces that impacted all membership organizations in a variety of ways. Despite these challenges, today we have more potential to shape the built environment than ever before, evolving quickly as a community of practice.

BCA's Leadership Conference in Jacksonville, Florida brought BCA leaders from the U.S. and Canada together to review the association's strategic plan and develop the action agenda for 2014.

BCA's training and webinar programs have been well attended this year. We continue to focus on the critical technical elements of commissioning, and may also expand webinar topics to include challenges related to the business of commissioning.

The BCA focused on these core activities:

Advocacy for the commissioning profession. As part of an ongoing effort to unify the approach to commissioning as a professional service, we developed deeper engagement with key industry organizations – AIA, ASHRAE, NIBS, DOE, ACEC, APPA, ICC, and others – strengthening industry relationships and positively influencing the future of commissioning.

Board members and BCA volunteers worked with government and industry stakeholders to develop criteria for professional commissioning certification and national commissioning guidelines. The Association participated, as an invited Council member, with industry experts providing guidance to the Commercial Workforce Credentialing Council, a Council of the National Institute of Building Sciences™ in their initiatives to conduct a commissioning Job Task Analysis (JTA); define requirements for commissioning knowledge, skills and abilities (KSA); and the Better Buildings Workforce Guidelines. The purpose of the Council was to develop workforce credentialing and national guidelines for commissioning and four other professions in the building community and “support the development of a skilled and qualified workforce to evaluate, commission, operate, and manage high-performing commercial buildings.”

To expand the BCA's public exposure, we sponsored the National Institute of Buildings Science Annual Conference & Expo: Building Innovation 2014. As a result, the BCA received recognition and exposure as the premier organization advocating Qualifications-Based Selection (QBS) for commissioning professionals and leading the procurement discussion away from the “trades contracting” concept to professional services contracting. We were also proud to sponsor the retirement reception for Earle Kennett, one of the “Pillars at the Institute” and a great advocate for the built environment.

The BCA joined with twelve major organizations on a team representing the commissioning industry to develop the Building Performance Alliance (BPA) “Strategic Guide to Commissioning” report to the ASHRAE Presidential Ad Hoc committee. The report communicates commissioning goals and objectives, intended to “lead to increasing overall building and system performance, and protect the existing and established industry interests and processes/procedures.”

As part of the Association's international outreach, the BCA signed a Memorandum of Understanding with Continental Automated Buildings Association (CABA), a Canadian international membership association, to support each other's missions in the building community.

The BCA Board of Directors approved an industry position paper on Qualifications-Based Selection for commissioning providers, now available on the Association's website. This instrument is an important step toward maintaining the position of commissioning as a professional service and reducing the potential for commoditizing the role in design, construction and operation processes.

Accreditation and Certification. The BCA provided support for the Building Commissioning Certification Board (BCCB) to establish policies and practices necessary to obtain ISO 17024 accreditation. This board of professional experts was created by the BCA ten years ago to manage and administer their certification program.



Performance 2014 (cont.)

The BCA Scholarship Foundation was organized exclusively for scholarship award purposes in and outside the U.S. BCA will solicit funds from public and private sources to grow its scholarship fund for eligible and qualified applicants who pursue commissioning education, in order to elevate and sustain performance of commercial buildings. The Scholarship Foundation is seeking 501(c)(3) nonprofit status in 2015.

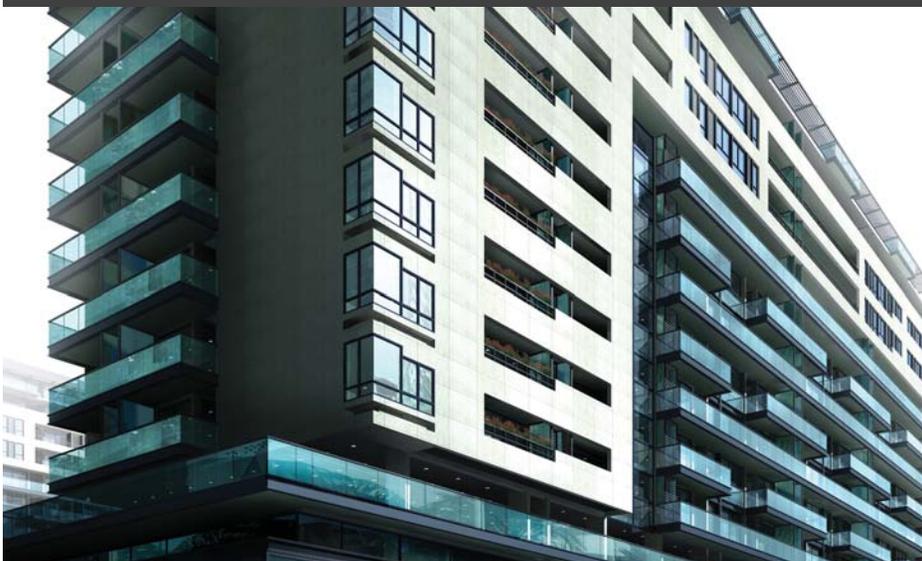
Best Practices. The BCA's Best Practices team launched updates to the Commissioning Handbook to include the most up-to-date information on all aspects of building commissioning, and got underway with revisions to the BCA New Construction Commissioning Best Practices resource documents and templates. Both the updated Handbook and the new templates are targeted for publication in 2015.

Education. The BCA produced a hugely successful NCBC 2014 (National Conference on Building Commissioning) conference hosted by the Northeast Chapter in May, at the Connecticut Convention Center. This annual event is an essential resource for the building community to share knowledge about tools and technologies, exchange new and best practices, and discuss market influences that affect the commissioning profession.

The 2014 NCBC Special Edition Checklist summarizes highlights, and conference presentations are posted on the BCA website.

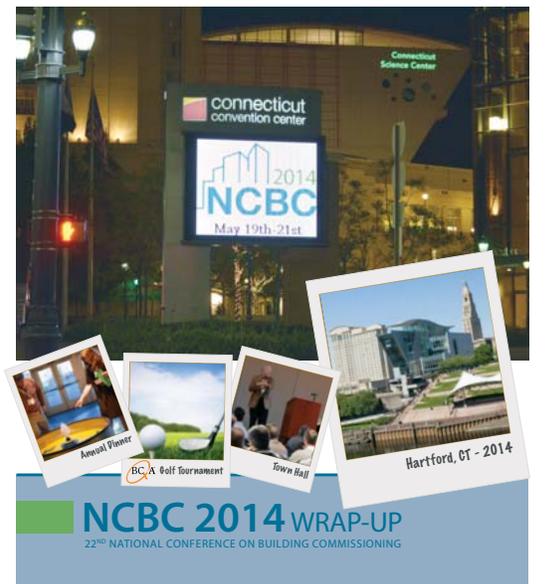


BCA Scholarship Foundation Golf Tournament held at the Blue Fox Run Golf Course in Avon, Connecticut. Above: President Bill McMullen, Past President Mark Miller, Board Member Michael Chelednik, and Past President Michael English



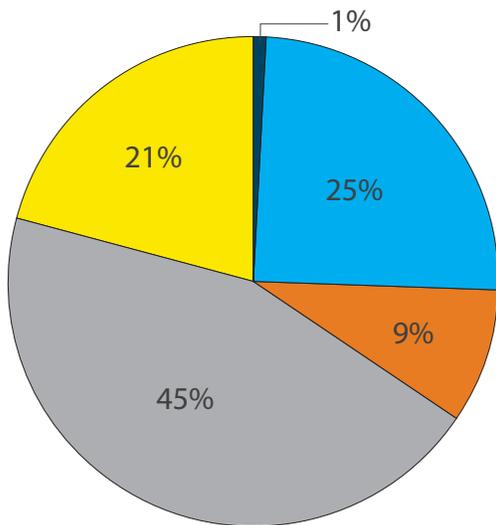
The Checklist

A Quarterly Journal of the Building Commissioning Association



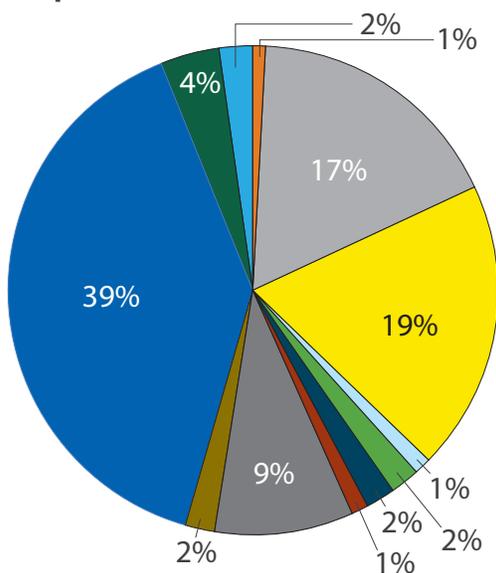
The Checklist
NCBC 2014 Wrap-Up

Income 2014



- Sponsorships
- Contracts
- Association Dues
- Conference/Training
- Sale of Materials

Expenses 2014



- Bank/Merchant Fees
- Legal Expense
- Contract Labor
- Conference/Training Expenses
- Marketing
- Postage
- Printing
- Telephone Expense
- Travel
- 574 - Software/Cloud Programs
- Payroll Expenses
- Rent/Supplies/Equip./Ins.

Financial Position

In 2013, the BCA Board of Directors began the process of building a stronger foundation for a training platform. In 2014, they continued building this foundation by supporting the Building Commissioning Certification Board's (BCCB) participation in building the new Building Commissioning Professional Scheme. This scheme includes a new Job Task Analysis (JTA) and certification requirements for the BCCB's Certified Commissioning Professional (CCP), developed by a group of nationally recognized subject matter experts and publicly reviewed by over 350 industry stakeholders. This strategic decision is the second piece in our overall vision of a strong professional development program for our members. The Association invested almost \$28,000 of its equity into supporting the BCCB's efforts to build the next-generation CCP.

In 2014, we also finalized our newest two-day class on New Building Construction Commissioning (NBCx). The Board also invested time and money in building our advocacy program. This meant travel time for staff and Board members as we continue to build relationships with partner organizations to represent BCA members.

In 2013 and 2014 we made the strategic decisions to invest in our future as an association and, more importantly, the future of members as quality commissioning professionals. Building quality programs in both training and certification are not inexpensive propositions but they are what set us apart. In 2015, the fruits of these benefits will be rolled out in the new CCP program, and BCA University with both online classes and classroom training.



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- Northeast Chapter
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Thank You...

To all of our 2014 Board of Directors, listed below, for their hard work and dedication to the BCA:

EXECUTIVE COMMITTEE

- **PRESIDENT**
William McMullen
- **VICE PRESIDENT**
Craig Hawkins
- **TREASURER**
William McCartney - CCP, CPMP
- **SECRETARY**
H. Jay Enck - LEED Fellow, CXAP, HBDP, CPMP, BEAP, LEED AP BD+C

INTERNATIONAL BOARD OF DIRECTORS

- Kent Barber, PE, CCP, LEED AP
- Michael Chelednik, AIA
- Dave Conner, LEED AP
- Jeffrey Conner, PE, LEED AP
- Tony DiLeonardo
- Edward Faircloth, LEED AP
- Mark Miller, PE, CCP, CEM
- Tony Rocco, P. Eng, CCP
- Ed Simpson, CCP, CPMM, LEED AP
- Jonathan Vaughan, CCP, CEM, LEED AP
- John Whitfield, QCxP, DCEP



2015 - What's Next?

2015 promises to be exciting and rewarding... a few examples of what we will undertake:

- Update policies and procedures to match our strategic goals and objectives
- Improve our internal effectiveness overall in terms of board governance improvements and additional resources
- Deliver the most innovative NCBC 2015 ever, in St. Louis, Missouri. Our call for abstracts yielded a wide array of exciting new speakers and topics focused on The Future of Commissioning.
- Support BCCB's completion of ISO/IES 17024-2012 accreditation
- Work with APPA on revisions of a Commissioning Handbook with a scheduled publication date in late 2015-early 2016.

Closing Notes

Executive Director

As President McMullen noted, 2014 was a year of transition for the BCA. It was an ambitious year. The International Board of Directors and Chapter leaders approved the five-year Strategic Plan (2014-2018) at our Leadership Retreat in Jacksonville, Florida in February, which led to an aggressive action plan taken on by the board, staff, committees and chapters.

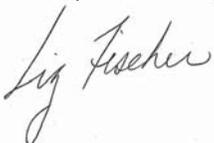
Given the outside forces pushing our priorities in slightly different directions, such as the work of the Commercial Workforce Credentialing Council, we had to be flexible. As a result, overachievers that we are, we were not able to accomplish the full spectrum of activities we had on the calendar. On the other hand, because we have documented goals in the Strategic Plan, we continue to work on them step by step. With our great volunteers, I believe we will get the work done.

What we were able to do in 2014 was vital in preparation for 2015 and beyond. As we undertake current and future issues like virtual commissioning vs. boots on the ground; the next generation commissioning team; and the commoditization of commissioning, we will be an effective voice for the commissioning profession. I'm sure new projects and opportunities will arise beyond those as the market continues to change and we will continue to rise to the challenge.

We are focused on helping membership take on the future, and participating at the national and international level to make sure that decisions affecting our professional role include guidance and recommendations from the BCA, representing both the association and individual members.

Thank you to all our sponsors and members who helped to make 2014 a significant year in the growth of the BCA and the profession of building commissioning!

Sincerely,



Liz Fischer
Executive Director



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