# CHAPTER BOARD MEETING MINUTES

**Date:** Wednesday, March 25, 2020 **Time:** 4:00 – 5:00

**Meeting Called By:** Brian Graham
**Type of Meeting:** Monthly Chapter Board Meeting

| Attendees | Present | Attendees | Present |
|---|---|---|---|
| Charles Hutchinson | ☒ | Steve Carroll | ☐ |
| James Anderton | ☐ | Christopher Kerr | ☐ |
| Lyn Gomes | ☐ | Brian Graham | ☒ |
| Jorge Coto | ☒ | John Villani (Guest) | ☐ |
| Tom Poeling (Guest) | ☐ | Gerry Massey | ☒ |
| Ryan Stroupe | ☒ | Steve Guttman | ☐ |
| John Hill | ☐ | | |

**Discussion**: General

The meeting was called to order at 4:00PM. Previous meeting minutes were discussed. The following meeting minutes were reviewed and updated as noted:

## BUSINESS

| ITEM 1.1 | TREASURY REPORT & FINANCIAL BUSINESS ITEMS | Pending ☒ | Urgent ☐ | Past Due ☐ |
|---|---|---|---|---|
| DATE | DISCUSSION NOTES / ACTION ITEMS | Responsible/Due Date | | |
| **02-26-20** | ○ Checking - $13,091.04<br>○ Savings - $ 3,252.71<br>○ Total: - $16,343.75 | Information | | |
| **03-25-20** | ○ Checking - $14,891.04<br>○ Savings - $ 3,252.79<br>○ Total: - $18,144.19 | Information | | |
| **03-25-20** | ○ Form (excel sheet) will be sent out for reimbursements of travel expenses incurred related to Leadership Conference (Phoenix, AR), 2017 form will be updated (Ryan and Jorge attended) | Information | | |

| ITEM 1.2 | BUSINESS | Pending ☒ | Urgent ☐ | Past Due ☐ |
|---|---|---|---|---|
| DATE | DISCUSSION NOTES / ACTION ITEMS | Responsible/Due Date | | |
| **2-26-20** | Member survey: Survey questions have been put together by BOD. Massey will re-send the survey questions and Ryan will put it into Survey Monkey and send it out to the membership.<br>2-26-20: Results in. 9 respondents. Future activities to be guided by responses. | | | |

| ITEM 1.2 | BUSINESS | Pending | Urgent | Past Due |
|---|---|---|---|---|
| **2-26-20** | *Potential Goals for California Chapter: Need to come up with worthwhile goals for the year. Some possibilities:*<br>• *Tech talk conferences*<br>• *Sponsor in-person tech talks*<br>• *Host separate tech talk, one in northern section, one in southern region.*<br>• *Identify what National is not doing for membership that California Chapter could pick up.*<br>• *Hold a live event in one region and simulcast to the other region (log in independently or have the simulcast hosted in someone's office.)*<br>• *Review the bylaws for some guidance on what our Chapter should be doing. Brian will reach out to National and distribute the latest by-laws.*<br>• *Reinstate member spotlight.*<br>• *California relevant Title 24 presentation that could be disseminated to national members*<br>• *CEC potentially developing CxA qualification requirements—is this still alive? May need to consider taking an advocacy position. Steve may be able to find out more information on this and report back at next meeting.*<br>• *For next Title 24 cycle – sponsor a speaker who is knowledgeable for changes in next code cycle. Perhaps set up a simulcast for the fall.*<br>*2-26-20: Ideas were discussed. This item is closed.* | | | |
| **2-26-20** | Training: Ryan suggested 90-minute evening seminar on California-related codes as related to commissioning. He could host at Energy Center. Could leverage event as publicly available session. May be good way to promote chapter membership. (BCA and Energy Center could co-sponsor) Plan and promote for later this year (potentially May 12 or May 14). Ryan will identify speaker and explore dates for discussion at next BOD meeting. All BOD members present have approved this. | | | |
| **2-26-20** | Ryan also suggested a follow-up roundtable session inviting CxAs and stakeholders (owners, architects) who purchase commissioning services to discuss and debate how to set commissioning scope (bare bones to satisfy code or more complete scope for long-term owner, etc.), how to have a level playing field on setting fees, how to advise stakeholders on creating their RFPs when they are looking for a CxA. (Potentially in Fall) | | | |
| **03-25-20** | Response to Nicole Gardner's request for Chapter activities update Ryan will put a survey recap together and advise of potential plans. | | | |

| ITEM 1.2 | BUSINESS | Pending | Urgent | Past Due |
|---|---|---|---|---|
| **03-25-20** | BCA Fall Conference – Dinner: We have funds to use; we could put together a dinner for interested California members.<br>Brian mentioned that he was going to ask Sheri if the chapter can utilize funds for a dinner/meal of CA chapter members at the fall Conference (BCxA Annual Conference 2020) | | | |
| **03-25-20** | First Chapter Meeting: April 2020 Ryan to send out Doodle Poll. All BOD members present have approved this.<br>Doodle Poll to have an online chapter meeting went out (by Ryan) | | | |
| **03-25-20** | BCA documents: The documents need to be filled out and sent back to BCA National. These need to be signed every year.<br>Jorge is the only one missing these forms | Due by 03-27-2020 | | |
| **03-25-20** | Brian mentioned that he was going to ask Sheri if the chapter can utilize funds for a dinner/meal of CA chapter members at the fall Conference (BCxA Annual Conference 2020) | | | |
| **03-25-20** | CA BCxA BOD should review meeting minutes prior to the meeting to make meetings more agile | | | |
| **03-25-20** | Discussion was held related to the interest of topics that resulted from the survey:<br>• Fault Detection & Diagnostics (FDD)<br>• Building Systems<br>• Application of Cx Codes<br>• Title 24<br>• Existing Building Cx<br>• Electrical Systems<br>• | | | |
| **03-25-20** | Brian requested the date that CA chapter (month) will be committing to the TechTalk to possibly promote it in the state Chapter. The date for the TechTalk by the CA Chapter is set for May 18, 2020 11:00 am (pst) | | | |

| ITEM 1.2 | BUSINESS | Pending | Urgent | Past Due |
|---|---|---|---|---|
| **03-25-20** | Ryan and Jorge briefed the BOD on discussions / topics from the Leadership Conference<br>• An attempt was made to justify to national that it was hard for the chapter to get together due to the geographic expanse of CA, though other chapter are having better results and have similar or larger geographic footprint.<br>• Ryan recommends coming up with an excellence award at the chapter level<br>• Discussion arose related to bringing more diversity to the BCxA (women, minorities, etc.)<br>• Emphasize on membership renewals came up at the discussions<br>• Interest came up related to writing an article for the BCxA Checklist. Ryan committed to writing this representing the CA Chapter<br>• There is an effort in revamping the BCxA website<br>• There is an interest to have activities that attract and engage a younger audience.<br>• Each chapter should do a TechTalk<br>• National gave importance to the lack of Hands On training due to cost. There is an interest to be able to have a facility that can be utilized by BCxA. Any help, assistance, contacts should be directed to national.<br>• Membership growth has stalled, we have not been able to increase membership in the recent years. | | | |