CHAPTER BOARD MEETING MINUTES

Date:	Wednesday May 27, 2020	**Time:**	4:09 – 4:42
Conference Call in Number:	Phone (949) 751-5808	**Participant Code:**	
Meeting Called By:	Brian Graham		
Type of Meeting:	Monthly Chapter Board Meeting		

Attendees	Present	Attendees	Present
Charles Hutchinson	☒	Ryan Stroupe	☒
Gerry Massey	☒	John Hill	☒
Brian Graham	☒	Tom Poeling (Guest)	☐
Jorge Torres Coto	☒	John Villani (Guest)	☐

Discussion:

- General
- The meeting was called to order at 4:09 p.m. and adjourned at 4:42 p.m.
- Previous meeting minutes were approved.
- The following meeting minutes were reviewed and updated as noted:

FINANCIAL

ITEM 1.1	TREASURY REPORT & FINANCIAL BUSINESS ITEMS	Pending	Urgent	Past Due
		☐	☐	☐
DATE	DISCUSSION NOTES / ACTION ITEMS	Responsible/Due Date		
04-29-20	○ Checking - $14,891.04 ○ Savings - $ 3,252.85 ○ Total: - $18,143.89	Information		
05-27-20	○ Checking - $14,891.04 ○ Savings - $ 3,252.88 ○ Total: - $18,143.92	Information		

BUSINESS

ITEM 1.2	BUSINESS	Pending ☐	Urgent ☐	Past Due ☐
DATE	DISCUSSION NOTES / ACTION ITEMS	Responsible/Due Date		
04-29-20	Ryan 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) Any ideas from the BOD for potential panelist would be greatly appreciated.			
04-29-20	CA BCxA BOD should review meeting minutes prior to the meeting to make meetings more agile			
05-27-20	Discussion took place related to National Conference, and recent conferences, specifically attendance (remotely) and pricing. This to gauge future events by BCxA (national and local)			
05-27-20	Ryan provided an update to the upcoming (June) Tech Talk, that is being promoted as a joint PG&E / BCxA event The intent is to send various invitations between now and the event date. Gerry provided insight as to the methodology to blast email for the event. The event should be marketed as CA centric and incite membership participation.			
05-27-20	BCA documents: The documents have been filled out and sent back to BCA National.			
05-27-20	Jorge will reach out to possible Construction Managers for the Roundtable			
05-27-20	BOD is also looking for an Owner's Rep for the Roundtable (scheduled for fall, possibly last week of September). An agenda for review will be sent out to the BOD.			