CHAPTER BOARD MEETING MINUTES

Date: Wednesday June 24, 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	☒	Steve Guttman	☒
Jorge Torres Coto	☒	Tom Poeling (Guest)	☐
Lyn Gomes (Special Guest)	☒	John Villani (Guest)	☐

Discussion:

- The meeting was called to order at 4:07 p.m. and adjourned at 4:48 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		
05-27-20	○ Checking - $14,891.04 ○ Savings - $ 3,252.88 ○ Total: - $18,143.92	Information		
06-24-20	○ Checking - $14,891.04 ○ Savings - $ 3,252.91 ○ Total: - $18,143.95	Information		
06-24-20	○ $800 of member dues is pending deposit into the account ○ Reimbursement to Ryan for the trip to the Leadership Conference is due	Information		
06-24-20	○ Taxes are due next month.	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	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.			
06-24-20	Jorge will reach out to possible Construction Managers for the Roundtable			
06-24-20	A discussion related to the funding of the BCxA scholarships, both for NoCal and SoCal took place with $200/recipient agreed to with 2 recipients for each geographic region and one for national. Lyn Gomes committed to sponsoring 2 recipients. BOD will discuss the candidates at the next meeting.			
06-24-20	Lyn mentioned that Corporate memberships should be encouraged/promoted with company members and bring to light the advantages and benefits, such as having the possibility of 10 logins per company to the National Conference ($1700 corporate fee vs $400 individual fee).			
06-24-20	Charles mentioned that he will create a checklist of Board responsibilities, mimicking the one from the TX chapter.			
06-24-20	Lyn commented on her letter to the California Energy Commission and how the CEC is taking the direction of Cx the wrong way by permitting (possibly) to utilize Accetance Testing in lieu of Functional Performance Testing.			