CHAPTER BOARD MEETING MINUTES

Date:	Wednesday June 24, 2020	**Time:**	4:10 – 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 4:10 p.m. and adjourned at 4:34 p.m.
- Previous meeting minutes were approved.
- Charles Hutchinson informed the BOD that this will be his last cycle on the BOD since his terms are up.
- A date of October 22, 2020 has been set for the Cx Stakeholders Roundtable
- 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		
06-24-20	○ Checking - $14,891.04 ○ Savings - $ 3,252.91 ○ Total: - $18,143.95	Information		
07-29-20	○ Checking - $14,691.04 ○ Savings - $ 3,252.93 ○ Total: - $17,943.97	Information		
07-29-20	Tax filing and payment are completed	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.			
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 5 recipients for the 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	Brian 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 Acceptance Testing in lieu of Functional Performance Testing.			
07-29-20	Charles Hutchinson informed the BOD that he will have to step down from the BOD for a minimum of one year.			
07-29-20	BOD will address the vacancy			
07-29-20	A date has been tentatively accepted, by the BOD, for upcoming Cx Stakeholders Roundtable on October 22, 2020 Several BOD members are reaching out to various Stakeholders and will confirm with the BOD for availability and names.			
07-29-20	BOD seemed in agreement that the proposed scholarship recipient, by Steve Guttman, is a good candidate. BOD still needs to determine how to reach out to the candidate.			