## CHAPTER BOARD MEETING MINUTES

**Date:** Wednesday August 26, 2020 **Time:** 4:12 – 4:44
**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 4:12 p.m. and adjourned at 4:44 p.m.
- Previous meeting minutes were commented on and revised.
- A date of October 22, 2020 has been set for the Cx Stakeholders Roundtable with a two-hour window 11:30 am – 1:30 pm
- 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 | | |
| **07-29-20** | ○ Checking - $14,691.04<br>○ Savings - $ 3,252.93<br>○ Total: - $17,943.97 | Information | | |
| **07-29-20** | Tax filing and payment are completed | Information | | |
| **08-26-20** | ○ Checking - $13,513.34<br>○ Savings - $ 3,252.96<br>○ Total: - $16,766.90 | Information | | |
| | | | | |

## BUSINESS

| ITEM 1.2 | BUSINESS | Pending ☐ | Urgent ☐ | Past Due ☐ |
|---|---|---|---|---|
| DATE | DISCUSSION NOTES / ACTION ITEMS | Responsible/Due Date | | |
| **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<br>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. | | | |
| **08-26-20** | The final date and time have been set for the Cx Roundtable<br>October 22, 2020 from 11:30 am to 1:30 pm<br>It will be held virtually (online) | | | |
| **08-26-20** | Related to the Cx Roundtable session for fall:<br>Jorge has gotten Kitchell to confirm (Construction Manager / Owners Rep)<br>Brian has gotten a confirmation also (Owner & Owner's Rep)<br>Steve has gotten an architect<br>Ryan is recommending that the BOD find a fourth Panelist (as a backup), possibly a General Contractor. John has an interested GC<br>Ryan (PG&E) will handle promotion and registration, not limiting to BCxA members with GoToWebinar as portal<br>To be able to promote the event BOD needs to have full definition with the next two weeks.<br>BOD shall move to bi-weekly call in meetings to be able to define details: | | | |
| **08-26-20** | BOD requires confirmation of Panelists with the following information for each:<br>• Headshot<br>• Name<br>• Short bio<br>• Availability confirmation | | | |

| ITEM 1.2 | BUSINESS | Pending | Urgent | Past Due |
|---|---|---|---|---|
| **08-26-20** | BOD also requires full description of the event, Learning Objectives; Brian committed to send a draft by Friday for comment by the BOD by Wednesday September 2, 2020 with the final version by Friday September 4, 2020 | | | |
| **08-26-20** | Questions need to be generated for the Panelist, Brian mentioned these are close to being finalized. | | | |
| **08-26-20** | Brian has attempted to reach out to the TX chapter but has not gotten response yet. | | | |
| **08-26-20** | Scholarship offer did not receive response, so we still have the availability (funds) | | | |
| **08-26-20** | Discussion related to terms of various BOD members. | | | |
| **08-26-20** | A brief recap related to the President's Meeting was addressed, with positive financial results due to reduced expenditures (hotels, meals, etc.) related to National Conference | | | |
| **08-26-20** | There is an upcoming Leadership Conference at Charlestton, NC | | | |
| **08-26-20** | BCxA has a recognition program for young Cx Providers, we should look at nominations from the region. | | | |
| | | | | |