CHAPTER BOARD MEETING MINUTES

Date: Wednesday, February 26, 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		
1-29-20	○ Checking - $13,111.04 ○ Savings - $3,252.63 ○ Total: - $16,363.67	Information		
2-26-20	○ Checking - $13,091.04 ○ Savings - $3,252.71 ○ Total: - $16,343.75 (Check from renewals for this year is not in this total yet. Check total is $1,800. Oct-Dec renewals)	Information		

ITEM 1.2	BUSINESS	Pending ☒	Urgent ☐	Past Due ☐
DATE	DISCUSSION NOTES / ACTION ITEMS	Responsible/Due Date		
2-26-20	*Brian Graham has been nominated as President and has accepted. Massey is VP. Charles is treasurer. Jorge has been voted secretary.* *2-26-20: Acknowledged and now closed.*			
2-26-20	BCA documents: The documents need to be filled out and sent back to BCA National. These need to be signed every year. Please have all forms filled out and signed and send to Sheri (cc Liz) at BCA National by 2-7-20. 2-26-20: Brian to check that all forms have been turned in for BOD members.	Due by 2-7-20		
2-26-20	2020 Leadership Conference: Chapter has enough funds to pay for 2 people to go. Jorge is already planning to go. (February 27 and 28). Ryan and Brian will look into attending also. 2-26-20: Ryan and Jorge will be at conference.			
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. 2-26-20: Results in. 9 respondents. Future activities to be guided by responses.			
2-26-20	*Potential Goals for California Chapter: Need to come up with worthwhile goals for the year. Some possibilities:*			

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	• *Tech talk conferences* • *Sponsor in-person tech talks* • *Host separate tech talk, one in northern section, one in southern region.* • *Identify what National is not doing for membership that California Chapter could pick up.* • *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.)* • *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.* • *Reinstate member spotlight.* • *California relevant Title 24 presentation that could be disseminated to national members* • *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.* • *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.* *2-26-20: Ideas were discussed. This item is closed.*			
2-26-20	Response to Nicole Gardner's request for Chapter activities update: Ryan will put a survey recap together and advise of potential future plans.			
2-26-20	BCA Fall Conference – Dinner: We have funds to use; we could put together a dinner for interested California members.			
2-26-20	First Chapter Meeting: Suggest April 1, 2, 8, and 9. Ryan to send out Doodle Poll. All BOD members present have approved this.			
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			

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	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)			