



## BCA –Canada East District Chapter of the Building Commissioning Association

**Meeting Number:** BCA ECC 2022-01

**Date:** January 20th 2022

**Location:** Microsoft Teams Video Conference

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### Attendees

BOD	Present	Regrets
John Bell - President	X	
Mathieu St-Germain – President Elect	X	
Tony Rocco – Treasurer	X	
Craig Sievenpiper – Secretary	X	
Caleb Teeple – Director	X	
Mo Mohsenzadeh - Director	X	
Aboubakeur Bensikhelifa– Director	X	
Craig Sievenpiper – Director	X	
BCA-ECC Members-On the Phone	Present	Regrets
Mike Loughry		X
Craig Hatch	X	
Andrew Gledhill	X	
Sylvain Duprey	X	
Robin Crawford		X
Derek Cheung		X
Gerry Fitzsimmons	X	
Alex Crandell	X	
Karan Manhas	X	

<b>Call to Order</b>	3:04 pm
<b>Approval of Previous Meeting Minutes</b>	Tony, Craig
<b>Adjournment</b>	4:45 pm (approx.)
<b>Next Meeting</b>	February 17 <sup>th</sup> , 2022



No.	Description	Topic Led By	Status
1	Finance	Tony Rocco	

No.	Description	Topic Led By	Status
2	Membership	Robin + Caleb	

**March 18th, 2021:** 2020- 75 members. retention goal of 90% is 68 members and so far, we have 62. To date we have 11 non-renewed members. Our membership goal for new members is 11 and to date we have 5 members. Board agreed to start with 10 free memberships for student. Board member to reach out to universities that they have contact to spread the words.

**October 21, 2021:** Student membership is still our goal. John Bell has reached out to UofT, Mohawk College, and are now beginning correspondence with Algonquin College with Robin Crawford's support. John Bell spoke to Tony Cupido at Mohawk, and he outlined that it would be too difficult for them manage this scholarship at this time, so they're not interested, which is unfortunate as we had good discussions previously. Also, John's contact at UofT has been unresponsive but he'll keep the pressure on. John is certainly hopeful that with Robin's support we can get some traction at Algonquin College. Furthermore, John reached out to the University of Guelph and Georgian College, and we'll see if we can get some interest there

**November 18<sup>th</sup>, 2021:** It was proposed to advertise the opportunity for student membership on LinkedIn.

December 2<sup>nd</sup>, 2021: Sylvain suggests sending invitation to encourage members to renew. We should start advertising the ECC on LinkedIn, like put the membership renewal letter on the ECC page. Sheri sent a membership renewal notification by email on Nov 18<sup>th</sup>, 2021. We discussed the post about the student membership program that Aboubakeur had created on LinkedIn and noted that it was unable to re-shared outside of the ECC group. Aboubakeur is going to try to modify the post or create a new version that could be shared throughout all of our networks. Caleb was able to get some traction advertising the student membership program through McMaster University. Via email on November 22, John and Caleb were informed that the Engineering Faculty would advertise the program throughout their student body.

**20-Jan-22:** JB asked that CT/RC to review the BOX files and start the process of connecting with the membership. Mo has encouraged several persons to join, Tony read off 6 names from the last cheque. CT has not received BOX access (will reach out to Liz Fischer).

**Over 10 institutions have been approached, no success to date. Posting expired in December.**

**We received NO applicants. CH noted that they received 5-6 that were basically directed approaches. Free membership discussion, proposed to provide free attendance for the NCBFO.**

No.	Description	Topic Led By	Status
3	Business Development/Marketing	Mathieu St-Germain + Aboubakeur	

**November 18<sup>th</sup>, 2021:** Webinar with Price pushed to 2022. Aboubakeur to continue to speak with ITC. Also confirm if the webinar is to be shared with the Western Chapter. Enclosure commissioning webinar by Caleb sometime in March 2022. Opportunity with Belimo for 2022?



**December 2<sup>nd</sup>, 2021:** Meeting with Belimo was held with John and Mathieu. They want to participate to NCBFO 2022 and have one webinar in 2022 to practice. John explained to them our requirements to have good technical content and not too high level, which they agreed and will propose something in 2022. ITC has not provided any content yet: ECC decides to postpone. It is agreed for future events that the minimum delay to setup a webinar is 3 weeks (once we have one-pager to distribute with webinar description and presenter resume). ECC does not have a Twitter account and we agree that it could be eventually necessary when we have students onboard as members. ECC directors agree to each post on LinkedIn one commissioning-related item in 2022 (lessons learned, technical issue/resolution, etc.)

**January 20,2022: Mathieu has set up a meeting with xxxx.**

**CT has drafted webinar, and will circulate.**

**Schedule: Belimo (Feb), Enclosure Cx (Mar), ITC (April),**

**Tech talk in the fall...perhaps CT can do it as an abridged version of the Encl Cx.**



No.	Description	Topic Led By	Status
4	Nominating	Mike Loughry	
<p><b>November 18<sup>th</sup>, 2021:</b> Congrats to Aboubakeur Bensikhelifa, Robin Crawford, Mo Mohsenzadeh, Tony Rocco, Mathieu St-Germain have been re-elected and or elected.</p> <p><b>December 2<sup>nd</sup>, 2021:</b> no update (will be discussed at AGM).</p> <p><b>20-January:</b> we should have an update and proposal for positions in March Meeting.</p>			

No.	Description	Topic Led By	Status
5	Auditing	Derek Cheung	
<p><b>December 2<sup>nd</sup>, 2021:</b> John will provide to new directors the access to the BOX</p> <p><b>January 20, 2022:</b> Tony to produce documentation by the end of February for audit committee. Taxes are filed before June.</p>			

No.	Description	Topic Led By	Status
6	Best Practices / Industry News	Craig Sievenpiper	
<p><b>Jan 20, 2022:</b> This topic is to coordinate discussion of industry news:</p> <ul style="list-style-type: none"> <li>- Reset of the expectation of this section. What is new, what has changed, items of relevance in the Cx industry from chapter members</li> <li>- Topics discussed <ul style="list-style-type: none"> <li>o EBCx</li> <li>o CSA 5001/SMACNA/industry news/IESO/ EBCx funding / carbon footprint</li> <li>o Algonquin College’s development of a Cx Certification program</li> <li>o Learning from Leadership Conference</li> <li>o Recent Conference.</li> </ul> </li> </ul>			

No.	Description	Topic Led By	Status
7	Website / social media	A Bensikhelifa + Mo Mohsenzadeh	
<p><b>March 18<sup>th</sup>, 2021:</b> 24 members on our LinkedIn page. We need to share more lessons learn on our page.</p> <p><b>November 18, 2021:</b> It was proposed to advertise the opportunity for student membership on LinkedIn.</p> <p><b>December 2<sup>nd</sup> 2021:</b> The LinkedIn ECC page falls under Group (seems restrictive) and the WCC page falls under Companies. Aboubakeur to modify the page to “Company”, remove content in French or make sure content is bilingual. Then ECC directors will all share the page to our contacts.</p> <p><b>January 20 2022:</b> Each board member to send a paragraph bio for the BCxA (by end of month).</p>			



No.	Description	Topic Led By	Status
8	NCBFO 2022	Sylvain Duprey	Completed
<p><b>October 21, 2021:</b> Board agreed to hold NCBFO in Ottawa 2022.</p> <p><b>November 18, 2021:</b> Meeting to be set-up to develop the NCBFO budget and objectives.</p> <p><b>December 2<sup>nd</sup> 2021:</b> Meeting will be setup on December 16<sup>th</sup> with RC, JB, SD, AB, MS and CS.</p> <p><b>20 January:</b> preferred rate only required for the rental. Delta provided a response.</p>			

No.	Description	Topic Led By	Status
9	AGM	Sylvain Duprey	
<p><b>November 18<sup>th</sup>, 2021:</b> AGM scheduled for Dec 2<sup>nd</sup>, 2021.</p> <p><b>December 2<sup>nd</sup>, 2021:</b> AGM scheduled next to this meeting.</p>			

No.	Description	Topic Led By	Status
10	New Items	All	
<p><b>October 21, 2021:</b> Annual conference post-mortem, did not have great on-site attendance by the ECC. Craig S will be leading the tech talk in November on Mission Critical Cx.</p> <p><b>November 18<sup>th</sup>, 2021:</b> Not a great attendance from the chapter at the annual Conference.</p> <p><b>January 20, 2022:</b></p> <p><b>IOB meeting indicated that it will be a hybrid event. Please inform Liz.</b></p> <p><b>Topics: Commoditisation of Cx, March 16<sup>th</sup> delayed due to concerns about attendees.</b></p> <p><b>Chapter deliverables: Sign the non compete and Year end financials.</b></p> <p><b>Aboubakeur and John</b> are attending.</p> <p>Western Chapter is doing Stampede for NCBFO.</p> <p>NCBFO 2022 Ottawa</p> <ul style="list-style-type: none"> <li>Idea to visit new Canmet facility for envelop testing, and other idea to visit new ESAP central thermal plant for NCBFO 2022</li> <li>Mathieu to send Sponsors list, and add WSP which had agreed to fund in 2020</li> <li>Sylvain has the 2 BCxA ECC banners at home, will set up transfer to Mathieu shortly</li> <li>Ask HQ for some pens, pads, water bottles or other promotional objects to give to participants</li> </ul> <p>Other subject: Mo asked if the modification of the LinkedIn page to Company is going to make us loose the 30 members, should we go along? Answer is yes and send them the new link with a sorry message.</p> <p>Notes from Opening statements. The meeting can start with a quorum of majority (5 members).</p> <p>Membership: Quorum is 10% of membership which would be 8.</p> <p><b>Meeting Minutes have been cleaned up removing the out of date details and placing the finance at the end to allow for full attendance review.</b></p>			



No.	Description	Topic Led By	Status
11	Chapter Deliverables Update (new)	All	
<p><i>This area is in development</i></p> <p>January 17 2022: Next Meeting</p> <p>International Org - Chapter Deliverables</p> <p>Financials</p> <p>AGM Content (</p> <p>AGM</p> <p>Nominating</p>			

End of Minutes