



BCA –Canada East District Chapter of the Building Commissioning Association

Meeting Number: BCA ECC 2022-02

Date: February 17th, 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	
Aboubakeur Bensikhelifa – Director	X	
Caleb Teeple – Director	X	
Mo Mohsenzadeh – Director	X	
Robin Crawford – Director	X (@end)	
BCA-ECC Members-On the Phone	Present	Regrets
Al Hayes		X
Alex Crandell		X
Andrew Gledhill		X
Craig Hatch		X
Derek Cheung	X (prt)	
Gerry Fitzsimmons		X
Isik Busra	X (prt)	
Karan Manhas		X
Mike Loughry		X
Sylvain Duprey	X (prt)	

Call to Order	3:04 pm
Approval of Previous Meeting Minutes	Tony, Craig
Adjournment	5:05 pm (approx.)
Next Meeting	March 24 th , 2022



No.	Description	Topic Led By	Status
1	Membership	Robin + Caleb	
<p>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.</p> <p>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. Robin (Algonquin College); John University of Guelph and Georgian College.</p> <p>November 18th, 2021: It was proposed to advertise the opportunity for student membership on LinkedIn.</p> <p>December 2nd, 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 18th, 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.</p> <p>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).</p> <p>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.</p> <p>17-Jan-22: Very good response to Robin and Caleb efforts to connect with the previous members. All O/S members emailed or called.</p>			



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2	Business Development/Marketing	Mathieu St-Germain + Aboubakeur	
<p>November 18th, 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?</p> <p>December 2nd, 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 <u>3 weeks</u> (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.)</p> <p>January 20,2022: Mathieu has set up a meeting with Belimo. 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.</p> <p>Feb 17, 2022: Mathieu has created a calendar for tracking (see below). Caleb needs some support for email invite and templates for email invite.</p>			

When	Webinars
March	The Basics of Building Envelope Cx
April	ITC
May	Belimo
June	?
July - August	Vacation period
September	?
October	NCBFO
November	?
December	?



No.	Description	Topic Led By	Status
3	Nominating	Mike Loughry	
<p>November 18th, 2021: Congrats to Aboubakeur Bensikhelifa, Robin Crawford, Mo Mohsenzadeh, Tony Rocco, Mathieu St-Germain have been re-elected and or elected.</p> <p>December 2nd, 2021: no update (will be discussed at AGM).</p> <p>20-January: We should have an update and proposal for positions in March Meeting.</p> <p>17-Feb: Targeting March for discussion</p>			

No.	Description	Topic Led By	Status
4	Auditing	Derek Cheung	
<p>December 2nd, 2021: John will provide to new directors the access to the BOX</p> <p>January 20, 2022: Tony to produce documentation by the end of February for audit committee. Taxes are filed before June.</p> <p>Feb 17, 2022: In progress.</p>			

No.	Description	Topic Led By	Status
5	Best Practices / Industry News	Craig Sievenpiper	
<p>Jan 20, 2022: This topic is to coordinate discussion of industry news:</p> <ul style="list-style-type: none"> - Reset of the expectation of this section. What is new, what has changed, items of relevance in the Cx industry from chapter members - Topics discussed <ul style="list-style-type: none"> o EBCx o CSA 5001/SMACNA/industry news/IESO/ EBCx funding / carbon footprint o Algonquin College’s development of a Cx Certification program o Learning from Leadership Conference o Recent Conference. <p>Feb 17, 2022</p> <ul style="list-style-type: none"> - Federal of Canadian Municipalities – interest in developing an RFP for EBCx and incentives - Market Heartbeat: <ul style="list-style-type: none"> o Residential and Condo are growing, how does Cx fit with these markets? o Quebec: LTC, schools significant projects are in RFP o Increased references to local standards <ul style="list-style-type: none"> ▪ Toronto Green Standard, LEED 			



No.	Description	Topic Led By	Status
6	Website / Social Media	A Bensikhelifa + Mo Mohsenzadeh	
<p>March 18th, 2021: 24 members on our LinkedIn page. We need to share more lessons learn on our page.</p> <p>November 18, 2021: It was proposed to advertise the opportunity for student membership on LinkedIn.</p> <p>December 2nd 2021: 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>January 20 2022: Each board member to send a paragraph bio for the BCxA (by end of month).</p> <p>17-Feb-22: Update on Social media</p> <ul style="list-style-type: none"> - LinkedIn: 39 Followers...up from 30 followers - Titles to be updated on website - Review of the website and the BCxA rfp guides and word documents created by the chapter. All the documents are ok to remain on website (WORD). 2014 last updated. - ACTION: These shld be reviewed and discussed for updating - Send bios to MM 			

No.	Description	Topic Led By	Status
7	NCBFO 2022	Robin Crawford	
<p>October 21, 2021: Board agreed to hold NCBFO in Ottawa 2022.</p> <p>November 18, 2021: Meeting to be set-up to develop the NCBFO budget and objectives. A</p> <p>December 2nd 2021: Meeting will be setup on December 16th with RC, JB, SD, AB, MS and CS.</p> <p>20 January: preferred rate only required for the rental. Delta provided a response.</p> <p>17-Feb: Several side meetings over the past 6 weeks. Good progress in reviewing the location, sponsors and content. Survey being developed by JB onto SurveyMonkey.</p>			

No.	Description	Topic Led By	Status
8	AGM	John Bell	
<p>November 18th, 2021: AGM scheduled for Dec 2nd, 2021.</p> <p>December 2nd, 2021: AGM scheduled next to this meeting.</p> <p>17-Feb-22: Date should be set before summer break</p>			

No.	Description	Topic Led By	Status
9	Chapter Deliverables Update (new)	All	
<p>17-Feb-22: Caleb/Craig/John to complete the forms by Feb 25 (latest)</p>			



No.	Description	Topic Led By	Status
10	New Items	All	
<p>October 21, 2021: 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>November 18th, 2021: Not a great attendance from the chapter at the annual Conference.</p> <p>January 20, 2022:</p> <p>IOB meeting indicated that it will be a hybrid event. Please inform Liz.</p> <p>Topics: Commoditisation of Cx, March 16th delayed due to concerns about attendees.</p> <p>Chapter deliverables: Sign the non compete and Year end financials.</p> <p>Aboubakeur and John are attending.</p> <p>Western Chapter is doing Stampede for NCBFO.</p> <p>NCBFO 2022 Ottawa</p> <ul style="list-style-type: none"> • Idea to visit new Canmet facility for envelop testing, and other idea to visit new ESAP central thermal plant for NCBFO 2022 • Mathieu to send Sponsors list, and add WSP which had agreed to fund in 2020 • Sylvain has the 2 BCxA ECC banners at home, will set up transfer to Mathieu shortly • Ask HQ for some pens, pads, water bottles or other promotional objects to give to participants <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>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.</p> <p>17-Feb-22: Caleb/Craig/John need to update the forms</p> <p>All directors are asked to attend the leadership conference (virtual). March 16/17</p> <p>We received our first student application. From Algonquin college. Good candidate.</p>			



No.	Description	Topic Led By	Status
11	Finance	Tony Rocco	

End of Minutes



Checklist for Chapter Deliverables November - May

Name of Chapter: Eastern Canada Chapter

- Annual Report (Template Provided) Due to headquarters by November 30th
- Request any changes to the BCxA Chapter Agreement by November 30th
 - These require at least 30 days to be review
- Set year objectives based on BCxA goals and themes determined at the Leadership Council. February 15th
 - Continue to Promote Cx – engage students, grow membership, work to build an environment of inclusion for diverse persons.
 - NCBFO – large effort for the Chapter
 - Growing Commissioning Services – Enclosure, Structure, “Whole Building”, IT, Security
- Set Four Possible Chapter Meeting Dates/Partners/Themes – February 15th
 - Completed in Common Calendar. Monthly meetings (except June/July/august)
i.e. Jan 20, feb17, mar 24, April 21
- Name of Assigned Webmaster – January 31st
 - Mo Mohsenzadeh & Aboubakeur Bensikhelifa - Completed.
- Name of Assigned Membership Committee Representative January 31st
 - Robin Crawford & Caleb Teeple – Completed.
- Nomination/Elections Chair (Past President for many of you) January 31st
 - Mike Loughry
- Previous Year-End Balance Sheet January 31st
 - Completed/Submitted
- Current Year Budget February 28th
 - Completed//Submitted
- Results of Chapter Officer Elections – January 31st
 - John Bell - President
 - Mathieu St-Germain - President Elect
 - Tony Rocco - Treasurer
 - Craig Sievenpiper - Secretary
- Assigned Board Members to attend Leadership Conference:
 - John Bell
 - Mathieu
 - Aboubakeur



- Board Members Signed Policy Forms. Must be signed every year. If you were just elected, then those form will be sufficient.

List Board Members:	Antitrust Form	Conflict of Interest Form	Board Commitment
John Bell			
Mathieu St-Germain	x	x	x
Tony Rocco	x	x	x
Craig Sievenpiper			
Aboubakeur Bensikhelifa	x	x	x
Caleb Teeple			
Mo Mohsenzadeh	x	x	x
Robin Crawford	x	x	x

- Copies of CRA tax filings by May 31st
 -
- Tech Talks (minimum 1/year) May 31st
 - Target Nov/Dec 2022