



BCA –Canada East District Chapter of the Building Commissioning Association

Meeting Number: BCA ECC 2022-03

Date: March 24th, 2022

Location: Microsoft Teams Video Conference

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Attendees

BOD	Present	Regrets
John Bell - President	(@4:25pm)	
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	
BCA-ECC Members-On the Phone	Present	Regrets
Al Hayes		X
Alex Crandell		X
Andrew Gledhill	X	
Craig Hatch	X	
Derek Cheung		X
Gerry Fitzsimmons		X
Isik Busra		X
Karan Manhas		X
Mike Loughry	X	
Sylvain Duprey	X	

Call to Order	3:04 pm
Approval of Previous Meeting Minutes	Mathieu, Craig
Adjournment	4:39 pm
Next Meeting	April 21 th , 2022



No.	Description	Topic Led By	Status
1	Membership	Robin + Caleb	
<p>March 18th, 2021: 2020 - 75 members. Retention goal of 90%, met.</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.</p> <p>We received NO applicants for student members. 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-Feb-22: Very good response to Robin and Caleb efforts to connect with the previous members. All O/S members emailed or called.</p> <p>24-Mar-22: RC noted approx. 80 renewals, New Brunswick new member. MSG noted that the leadership conference stated most successful membership building tactic was direct calls and follow up. AB noted that the growth opportunities are in colleges/universities, the current demographic of the BCxA chapters is skewed to more senior personnel. MM noted that there are other benefits to be part of Associations: insurance, retailers, restaurants. Similar to CAA, OSPE, PEO. We have exceeded our retention ratios (80 vs 69) and new members (15 vs 12).</p> <p>Action: Offline do a WIFM for the chapter membership.</p>			

No.	Description	Topic Led By	Status
2	Business Development/Marketing	Mathieu+Aboubakeur	
<p>December 2nd, 2021: 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: Tech talk in the fall...perhaps CT can do it as an abridged version of the Encl Cx.</p> <p>24-Mar-22: Send an outlook invite to ALL members. LinkedIn can be done for those outside of the membership. The peak number was 61 for March webinar, estimated 50% of attendance was members. CT updated the BOX list, but this was overwritten by Sheri A, process going forward would be to email Sheri AND the individual who has changed employment.</p> <p>Action: ECC needs a maintained contact list, members, potentials and other contacts.</p>			



WEBINAR SCHEDULE		
When	Webinars	Notes
March	The Basics of Building Envelope Cx	Completed
April 21 st	NRcan -	Send out a meeting request to the members Co-present East/West
May	Belimo – Luc Brochu Sales Dir East Can	MSG to email LC and copy Rick.
June	ITC	
July - August	Vacation period	
September		
October	NCBFO	
November		
December		

No.	Description	Topic Led By	Status
3	Nominating	Mike Loughry	
<p>17-Feb-22: Targeting March for discussion</p> <p>24-Mar-22: ML will send out notice for next year, all positions should be filled. Post Meeting Note: See attached Status of Board Roles.</p>			

No.	Description	Topic Led By	Status
4	Auditing	Derek Cheung	
<p>20-Jan-22: Tony to produce documentation by the end of February for audit committee. Taxes are filed before June.</p> <p>17-Feb-22: In progress.</p> <p>24-Mar-22: NC</p>			

No.	Description	Topic Led By	Status
5	Best Practices / Industry News	Craig Sievenpiper	
<p>20-Jan-22: 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>17-Feb-22:</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 			



24-Mar-22:

- Leadership Conf – code and standards survey on the website. CH will follow up with IBOD to ask if this survey needs further responses from members.
- Globe Forum (March 29 – Vancouver) - FCM to present
- Ongoing Cx – implications of the rise of Ongoing Cx. This was also raised in the Leadership Conf.
- Digital Twin – Willow was a software discussed

No.	Description	Topic Led By	Status
6	Website / Social Media	Mo + Aboubakeur	
<p>18-Mar-21: 24 members on our LinkedIn page. 20-Jan-22: Each board member to send a paragraph bio for the BCxA (by end of month). 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 <p>24-Mar-22</p> <ul style="list-style-type: none"> - LinkedIn: 62 Followers...up from 39 followers in one month! - MM asked for permission to upload the minutes (with financials removed). No one protested, he will proceed - Posting of the webinars. MM will follow up with Liz - Reminder to send bios for website (Robin, Craig, Mathieu, Abou) 			

No.	Description	Topic Led By	Status
7	NCBFO 2022	Robin Crawford	
<p>17-Feb-22: 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> <p>24-Mar-22: Target dates posted on website Oct 5-6, 2022. There was a meeting to review sponsorships, over 40 companies were targeted and names associated with the targets. Update expected at the next meeting. Victaulic has confirmed sponsorship. RC is following up with the new NRCan/UOttawa facility for building envelop testing. RC also noted that there are applications for presentations to the NCBFO (Kingston Hosp - Continuous Cx). James Campbell, NRCan Rep (Ian Meredith retired in May 2021); AB to reach out and ask about sponsorship and presenting. April 7th is next planning meeting.</p>			

No.	Description	Topic Led By	Status
8	AGM	John Bell	
<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> <p>24-Mar-22: CS form needs completing.</p>			

No.	Description	Topic Led By	Status
10	New Items	All	
<p>20-Jan-22: 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>17-Feb-22: Caleb/Craig/John need to update the forms. We received our first student application. From Algonquin college. Good candidate.</p> <p>24-Mar-22: Update for the Student applications required from JB. Phoenix National Conference (September 2022) - CH noted that the Western Chapter only supports Leadership Conf.</p> <p>CH shared that Corp HQ will ask all chapters to support the National Conference to cover AV costs which have tripled. JB will push back with the request to attempt to get a good understanding of the need and the precedent going forward.</p> <p>Also, HQ is looking to hire an FTE for membership. Looking for sponsors and display partners for conference. Presenters are basically closed. The IBOD is looking for volunteers for committees.</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**