



BCA –Canada East District Chapter of the Building Commissioning Association

Meeting Number: BCA ECC 2022-05

Date: May 19th, 2022

Location: Microsoft Teams Video Conference

This is a draft document intended for review only by the members and other designated reviewers and is not for distribution to any private interests, individuals, third parties that are not designated as BCA reviewers for this document. This document may not be distributed in whole or in part in either paper or digital form without the express permission of the chair of the committee originating this document.

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 (350pm)	
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 (350pm)	
Gerry Fitzsimmons		X
Isik Busra		X
Karan Manhas		X
Mike Loughry		X
Sylvain Duprey	X	

Call to Order	3:05 pm
Approval of Previous Meeting Minutes	Tony; Robin
Adjournment	4:35 pm
Next Meeting	June 16, 2022



No.	Description	Topic Led By	Status
1	Membership	Robin + Caleb	
<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> <p>21-Apr-22: ECC to create its own excel document for logging our contacts, covering members, participants and targets. CT to develop a excel with membership list with notes; from there a separate TAB to organise BD/Marketing contact knowledge.</p> <p>19-May-22: ECC exceeded goals in retention and recruitment. HQ is 80% at target. Feedback on the joining members with an email to introduce them and invite to the meetings. T Rocco has a welcome letter used in the past. HQ is going to create an orientation webinar for new members. CH noted that there has been some pub with a Teams mtg to get people together. CT/JB noted having an event to engage the new members.</p> <p>Action: Set up a Social to welcome new members, 2nd or 3rd week in June. CT/RC</p>			

No.	Description	Topic Led By	Status
2	Business Development/Marketing	Mathieu+Aboubakeur	
<p>Dec 2, 2021: ECC directors agree to each post on LinkedIn one commissioning-related item in 2022 (lessons learned, technical issue/resolution, etc.)</p> <p>Jan 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 to update their own profile.</p> <p>Action: ECC needs a maintained contact list, members, potentials and other contacts.</p> <p>21-Apr-22: AB will add the participants of the webinars onto the list started by CT. We need ideas for the remaining months that need a topic/content. JB suggested a potential client perspective as a webinar presenter. AB noted topics similar to Cx software (i.e. Cx Alloy) and digital twins.</p> <p>19-May-22: ITC are ready to present. They have not forwarded the slide deck. Cx Alloy has been approached by AB, and are interested. OTTO also an option.</p> <p>Onboard Equipment Cx tools. Sample of Armstrong Pumps. CS to ask about presenting in NOV https://armstrongfluidtechnology.com/en/products/smart-commissioning</p>			



WEBINAR SCHEDULE		
When	Webinars	Notes
March	The Basics of Building Envelope Cx	Completed
April 21 st	NRcan -	Co-present East/West. Approx. 50 participants
May	No Event	Moved to June
June	Belimo – Luc Brochu Sales Dir East Can (June 20 or 28 th)	MSG to email LC and copy Rick. No response yet from Belimo
July - August	Vacation period	
September	ITC	AB – they are ready, but haven't provided ppt/overview.
October	NCBFO	
November	TBD	Armstrong?
December	TBD	JB will organize "Client Perspective" ROGERS? Cx for their critical environments UofT, Hallmark (Eli Miller)
November	TECHTALK – Envelop Cx (CT)	

No.	Description	Topic Led By	Status
3	Nominating	Mike Loughry	
<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> <p>24-Mar-22: MSG noted a colleague was interested in the BOD. There is a spot still available for this fall AGM. CH noted that there was another few individuals that might be interested (Jen/Jenna)</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>21-Apr-22: Documentation has been compiled and passed on to DC.</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? 			



- Quebec: LTC, schools significant projects are in RFP
 - Increased references to local standards
 - 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
- 21-Apr-22:**
- CX Energy – about 50% attendance (Orlando) next year is Texas (May 2023)
 - Very well run, good interest in Cx, sustainability focus,
 - <https://www.cxenergy.com/>
 - NRCan
 - Good attendance for the webinar (48+ participants)
 - EBCx RFP, interest from BOMA to participate
 - Amanda (Efficiency Nova Scotia) – indicated support for EBCxA
 - IESO - EBCx
 - Waiting on the incentive program until after the election. Jan 2023.
 - Will be re-releasing with better requirements, less onerous
 - ASHRAE Conf (June 25-29, 2022)
 - <https://www.ashrae.org/conferences/2022-annual-conference-toronto>
 - JB will reach out to ASHRAE Toronto chapter. Early bird closed April 30th
 - Potential to advertise the NCBFO
- 19-May-22:**
- **ASHRAE**
 - **BOMA Ottawa**

No.	Description	Topic Led By	Status
6	Website / Social Media	Mo + Aboubakeur	
	<p>24-Mar-22</p> <ul style="list-style-type: none"> - Reminder to send bios for website (Robin, Craig, Mathieu, Abou) <p>21-Apr-22</p> <ul style="list-style-type: none"> - Board discussed posting of minutes, and confirmed the removing of the “financial” information. MM will edit the minutes prior to posting to BCxA website. - MM has received confirmation form Liz to post the ECC Webinar (CT – Envelope Cx) to BCA YouTube channel. <p>19-May-22</p> <ul style="list-style-type: none"> - Robin need to send Bios - MM posted mtg mins. 		



No.	Description	Topic Led By	Status
7	NCBFO 2022	Sylvain Duprey	Concern
<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 5 or 10K\$ 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: 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 (\$1000). 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> <p>21-Apr-22: RC needs to step back on being lead. Sylvain has offered to take the lead. Mathieu and AB are in Ottawa once a week. NCBFO needs to meet urgently next week. Need a lead for the NCBFO – key issues venue, sponsors, speakers & Exhibitor tables.</p> <p>19-May-22: Reviewed table from MSG. Pricing is missing from a number of venues. Needs to be decided ASAP. BOMA, IFMA connection in Ottawa. We need EBCx content. IESO Updates to NCBFO website to have the Ottawa date and outline.</p>			

No.	Description	Topic Led By	Status
8	AGM	John Bell	
<p>17-Feb-22: Date should be set before summer break</p> <p>19-May-22: AGM location? Suggestion to do in Kingston Date proposed December 1 (Thursday)</p>			

No.	Description	Topic Led By	Status
9	Chapter Deliverables Update (new)	All	
<p>24-Mar-22: CS outstanding form needs completing.</p>			

No.	Description	Topic Led By	Status
10	New Items	All	
<p>24-Mar-22: Update for the Student applications required from JB. Leadership conference was about \$3000 in expenses (2 persons). 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 (\$3000 from ea. chapter). JB will push back with the request to attempt to get a good understanding of the need and the precedent going forward.</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.

21-Apr-22: JB spoke with student candidate (Ottawa) welcomed him to the chapter. Ask him to consider a role in NCBFO? Make him part of the student outreach program for the NCBFO attendance. JB Follow up with mohawk college with NetZero focus, should be a good target.

Follow up with CORP HQ for AV costs, WCC provided \$3000CDN support.

IBOD feedback \$30k membership gap and \$70K sponsorship gap. Johnathan Vaughan will reach out to the Comm Director (CS).

19-May-22: CH noted that HQ is looking for someone to host Training. Good revenue source.



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	x	x	x
Mathieu St-Germain	x	x	x
Tony Rocco	x	x	x
Craig Sievenpiper			
Aboubakeur Bensikhelifa	x	x	x
Caleb Teeple	x	x	x
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