



BCA –Canada East District Chapter of the Building Commissioning Association

Meeting Number: BCA ECC 2022-09

Date: Sept 15, 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
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
Dominic Turgeon		X

Call to Order	3:05 pm
Approval of Previous Meeting Minutes	Craig, Mathieu
Adjournment	440: pm
Next Meeting	Oct 20, 2022



No.	Description	Topic Led By	Status
1	Membership	Robin + Caleb	
<p>24-Mar-22: 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> <p>16-June-22: New membership system at BCA. New Member webinar will be generated. Affiliated members will role over to other members of the company. Membership dates will be renewed on anniversary dates.</p> <p>15-Sep-22: BCA hosted an event in July.</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>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> <p>16-June-22: The Belimo presentation got bumped. Please still get the slides and approved in June.</p> <p>15-Sep-22: CT to email Sheri to set the day.</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	No Event	Cancelled to focus on the NCBFO
July - August	Vacation period	
September	No Event	
October	NCBFO	BELIMO now presenting – Luc Brochu Sales Dir East Can (June 20 or 28 th)
November	OPEN	
December	ITC	AB – they are ready, but haven't provided ppt/overview.
November	TECHTALK – Envelop Cx	CT/J.Hogan
Options		Armstrong?
		JB will organize “Client Perspective” ROGERS? Cx for their critical environments UofT, Hallmark (Eli Miller)
January		
February		
March		
April		

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. 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> <p>15-Sep-22: Board has no turn over this fall (2022). There is one empty spot.</p>			

No.	Description	Topic Led By	Status
4	Auditing	Derek Cheung	
<p>16-Jun-22: Completed and Taxes filed May 24th. Next cycle February 2023</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>21-Apr-22:</p> <ul style="list-style-type: none"> - CX Energy – about 50% attendance (Orlando) next year is Texas (May 2023) <ul style="list-style-type: none"> o Very well run, good interest in Cx, sustainability focus, o https://www.cxenergy.com/ - NRCan <ul style="list-style-type: none"> o Good attendance for the webinar (48+ participants) o EBCx RFP, interest from BOMA to participate o Amanda (Efficiency Nova Scotia) – indicated support for EBCxA - IESO - EBCx <ul style="list-style-type: none"> o Waiting on the incentive program until after the election. Jan 2023. o Will be re-releasing with better requirements, less onerous - ASHRAE Conf (June 25-29, 2022) <ul style="list-style-type: none"> o https://www.ashrae.org/conferences/2022-annual-conference-toronto o JB will reach out to ASHRAE Toronto chapter. Early bird closed April 30th o Potential to advertise the NCBFO <p>19-May-22:</p> <ul style="list-style-type: none"> - ASHRAE - BOMA Ottawa <p>16-Jun-22</p> <ul style="list-style-type: none"> - ASHRAE June. Coordinate for Lunch (June 25-29, 2022) - O-Cx support - https://www.bomatoronto.org/events/EventDetails.aspx?id=1581785&group= Template in action. <p>15-Sep-22</p> <ul style="list-style-type: none"> - BCA Annual Conference (3 virtual, 4 in person) 			



No.	Description	Topic Led By	Status
6	Website / Social Media	Mo + Aboubakeur	
<p>21-Apr-22</p> <ul style="list-style-type: none"> - MM has received confirmation form Liz to post the ECC Webinar (CT – Envelope Cx) to BCA YouTube channel. <p>16-Jun-22</p> <ul style="list-style-type: none"> - Keep a year's worth of minutes - Robin profile updated - NCBFO advertising <ul style="list-style-type: none"> o Check list <ul style="list-style-type: none"> ▪ Select the venue ▪ Contract signed o Process for advertising <ul style="list-style-type: none"> ▪ Eventbrite Setup (SD) ▪ NCBFO Site Updates ▪ BCxA Events ▪ LinkedIn – presidents message video with Blurb o Opportunities <ul style="list-style-type: none"> ▪ NRCan offered to promote (D. Turgeon) <p>15-Sep-22</p> <ul style="list-style-type: none"> - LinkedIn needs the board to Comment and Share to increase visibility - Emails for other chapters from HQ...HQ should send for us 			

No.	Description	Topic Led By	Status
7	NCBFO 2022	Sylvain Duprey	Concern
<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>15-Sep-22: Alignment of the tasks for each person on the day. Program Update Task Matrix Current numbers: 33 attendees + 10 exhibitors + presenters = 48 people coming (33 tix sales)</p>			

No.	Description	Topic Led By	Status
8	AGM	John Bell	
<p>17-Feb-22: Date should be set before summer break 19-May-22: AGM location? Suggestion to do in Kingston. Date proposed December 1 (Thursday)</p> <p>16-Jun-22: AGM will be likely in Toronto.</p>			

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



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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. 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> <p>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.</p> <p>Follow up with CORP HQ for AV costs, WCC provided \$3000CDN support.</p> <p>IBOD feedback \$30k membership gap and \$70K sponsorship gap. Johnathan Vaughan will reach out to the Comm Director (CS).</p> <p>19-May-22: CH noted that HQ is looking for someone to host Training. Good revenue source.</p> <p>16-June-22: D Turgeon joined the meeting to discuss retro-Cx funding. All in agreement to provide a letter to Canada. CH noted that the DEI goals will be shared at the IBOD (?) next week.</p> <p>15-Sep-22: JB sent a Letter of Support.</p> <p>During the meeting we discussed the budget for the attending of the conferences. The following rules for Leadership Expenses was discussed and accepted:</p> <ul style="list-style-type: none"> - The intent is to get 2 leaders to go to the Conference (see below eligible conferences) - 2 persons (president and president elect) with \$2500 each - Only hotel, flight, conference ticket, this does not include Virtual attendance. - Two Conferences: Annual and Leadership \$5000 per conference - For leadership: If the president and pre elect cannot go they can nominate another person - If there is some budget left over in each Conference Budget, it can be shared across the people on the Board. It is the decision of the board to do so and must be voted on in advance of incurring any costs. - This was discussed and accepted by all on the board. 			



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
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- Tech Talks (minimum 1/year) May 31st
 - Target Nov/Dec 2022
- C:\Users\sievenpiper\Desktop\BCA and CX TO DO\BCxA Board of Directors\BCA ECC 2022-06 Minutes WIP.docx