



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

**Meeting Number:** BCA ECC 2022-10

**Date:** October 20, 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

<b>Call to Order</b>	3:03 pm
<b>Approval of Previous Meeting Minutes</b>	Craig, John
<b>Adjournment</b>	4:45 pm
<b>Next Meeting</b>	Nov 17, 2022



No.	Description	Topic Led By	Status
1	Membership	Robin + Caleb	
<p><b>24-Mar-22: Action: Offline do a WIFM for the chapter membership.</b></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, for new members.</p> <p><b>20-Oct-22: National Conference was September 2022, no update on the membership from HQ. Onboarding Event: target for xxxx (month) + proposed agenda</b>            New member welcome email updated from C.Teeple (Q2-22); J.Bell has reviewed (Q4-22) – JB to update and send out to members.            G.Fitzsimmons offered to follow up with a call to the new members, after the email, and remind of the AGM (CT to send a list to GF).            5 Memberships (ALO, CES, BR) with BCxA for sponsors of NCBFO. ECC (AB) to send an email to each individual to be added to the BCA Membership and copy Sheri Adams, noting to send SA appropriate info.</p> <p><b>For 2023: Social event, membership drive, leverage the NCBFO/LinkedIn numbers/email lists.</b></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 <a href="https://armstrongfluidtechnology.com/en/products/smart-commissioning">https://armstrongfluidtechnology.com/en/products/smart-commissioning</a></p> <p><b>20-Oct-22: Edits to the planned events below.</b></p>			



WEBINAR SCHEDULE		
When	Webinars	Notes
Oct	NCBFO	BELIMO now presenting – Luc Brochu Sales Dir East Can (June 20 or 28 <sup>th</sup> )
Nov	N/A	
Nov	TECHTALK	<b>Envelop Cx - CT/J.Hogan</b> 21/28 options being organized by CT with BCA
Dec	NA	
	<b>2023 Ideas</b>	
		Armstrong (JB) Cx Alloy (AB) Controls (EN) - Automated Logic (CS) / JCI (MSG) / Regulvar (AB) / ESC (JB) Controls (FR) - JB will organize “Client Perspective” ROGERS - Cx for their critical environments (JB to connect) UofT – (JB) two Cx Standards for their campuses McGill University (MSG) Academic? – Carlton/Algonquin/Mohawk? Digital Twins ISEO EBCx introduction or overview of the incentive program
Jan	JBell	<b>Rogers/UofT</b>
Feb		
Mar		
April		
May		
June		
July	N/A	
Aug	N/A	
Sept		
Oct		
Nov		
Dec		

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) 15-Sep-22: Board has no turn over this fall (2022). There is one empty spot.</p> <p><b>20-Oct-22: R.Crawford has declined to continue with the board, two spots are open for the Board. WIFM: Networking, give back to your industry, help build awareness and industry skill set. Shared passion. MSG will give discussed candidate the call to encourage to apply. JB will follow up with IM.</b></p>			

No.	Description	Topic Led By	Status
4	Auditing	Derek Cheung	
<p>16-Jun-22: Completed and Taxes filed May 24<sup>th</sup>. Next cycle February 2023</p>			



No.	Description	Topic Led By	Status
5	Best Practices / Industry News	Craig Sievenpiper	
<p><b>20-Jan-22:</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> <p><b>21-Apr-22:</b></p> <ul style="list-style-type: none"> <li>- CX Energy – about 50% attendance (Orlando) next year is Texas (May 2023)               <ul style="list-style-type: none"> <li>o Very well run, good interest in Cx, sustainability focus,</li> <li>o <a href="https://www.cxenergy.com/">https://www.cxenergy.com/</a></li> </ul> </li> <li>- NRCan               <ul style="list-style-type: none"> <li>o Good attendance for the webinar (48+ participants)</li> <li>o EBCx RFP, interest from BOMA to participate</li> <li>o Amanda (Efficiency Nova Scotia) – indicated support for EBCxA</li> </ul> </li> <li>- IESO - EBCx               <ul style="list-style-type: none"> <li>o <b>Waiting on the incentive program until after the election. Jan 2023.</b></li> <li>o Will be re-releasing with better requirements, less onerous</li> </ul> </li> <li>- ASHRAE Conf (June 25-29, 2022)               <ul style="list-style-type: none"> <li>o <a href="https://www.ashrae.org/conferences/2022-annual-conference-toronto">https://www.ashrae.org/conferences/2022-annual-conference-toronto</a></li> <li>o JB will reach out to ASHRAE Toronto chapter. Early bird closed April 30<sup>th</sup></li> <li>o Potential to advertise the NCBFO</li> </ul> </li> </ul> <p><b>20-Oct-22:</b></p> <ul style="list-style-type: none"> <li>- IESO program provider RFP is out, some info is available. ECC provided Guidehouse letter noting our support to the program</li> <li>- IFMA/BOMA need to know that funding is available to building operators</li> </ul>			

No.	Description	Topic Led By	Status
6	Website / Social Media	Mo + Aboubakeur	
<p><b>21-Apr-22</b></p> <ul style="list-style-type: none"> <li>- MM has received confirmation form Liz to post the ECC Webinar (CT – Envelope Cx) to BCA YouTube channel.</li> </ul> <p><b>15-Sep-22</b></p> <ul style="list-style-type: none"> <li>- LinkedIn needs the board to Comment and Share to increase visibility</li> <li>- Emails for other chapters from HQ...HQ should send for us</li> </ul> <p><b>20-Oct-22:</b></p> <ul style="list-style-type: none"> <li>- <b>LinkedIn - 92 members at start of NCBFO and we are now at 135 (note we have 92 active members). But we need content come on BOARD!</b></li> <li>- <b>BCxA – link to NCBFO 2022</b></li> <li>- <b>NCBFO – upload the pictures.</b></li> </ul>			



No.	Description	Topic Led By	Status
7	NCBFO 2022	Sylvain Duprey	Concern
<p><b>20-Oct-22:</b>  <b>Overall successful - Content, feedback, finances, support. Well done and thank you to all those who added their time and effort to the event.</b>  <b>CS to email all participants with CEU, links and thanks. Need confirmation from AB.</b></p> <p><b>NCBFO Wrap up meeting – Lessons learned, collect all the relevant documents and save to google drive etc.</b></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)            16-Jun-22: AGM will be likely in Toronto.</p> <p><b>20-Oct-22: Dec 9<sup>th</sup> 1030am @ TBD (potential ITC 1129 Leslie St) - \$500 (TBD) budget for AGM from conferences budget/BD.</b></p>			

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

No.	Description	Topic Led By	Status
10	New Items	All	
<p><b>24-Mar-22:</b> Update for the Student applications required from JB.            Leadership conference was about \$3000 in expenses (2 persons).</p> <p>15-Sep-22: JB sent a Letter of Support.            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"> <li>- The intent is to get 2 leaders to go to the Conference (see below eligible conferences)</li> <li>- 2 persons (president and president elect) with \$2500 each</li> <li>- Only hotel, flight, conference ticket, this does not include Virtual attendance.</li> <li>- Two Conferences: Annual and Leadership   \$5000 per conference</li> <li>- For leadership: If the president and pre elect cannot go they can nominate another person</li> <li>- 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.</li> <li>- This was discussed and accepted by all on the board.</li> </ul> <p><b>20-Oct-22:</b>  <b>CH Nat Conf Debrief – early registration for the conferences. Orlando World Centre Marriot (Oct 3-5, 2023). 150 people in person, made \$25K overall.</b>  <b>CH IBOD – push on training updates.</b></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 30<sup>th</sup>
- Request any changes to the BCxA Chapter Agreement by November 30<sup>th</sup>
  - These require at least 30 days to be review
- Set year objectives based on BCxA goals and themes determined at the Leadership Council. February 15<sup>th</sup>
  - 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 15<sup>th</sup>
  - Completed in Common Calendar. Monthly meetings (except June/July/august)  
i.e. Jan 20, feb17, mar 24, April 21
- Name of Assigned Webmaster – January 31<sup>st</sup>
  - Mo Mohsenzadeh & Aboubakeur Bensikhelifa - Completed.
- Name of Assigned Membership Committee Representative January 31<sup>st</sup>
  - Robin Crawford & Caleb Teeple – Completed.
- Nomination/Elections Chair (Past President for many of you) January 31<sup>st</sup>
  - Mike Loughry
- Previous Year-End Balance Sheet January 31<sup>st</sup>
  - Completed/Submitted
- Current Year Budget February 28<sup>th</sup>
  - Completed//Submitted
- Results of Chapter Officer Elections – January 31<sup>st</sup>
  - 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 31<sup>st</sup>
  -
- Tech Talks (minimum 1/year) May 31<sup>st</sup>
  - Target Nov/Dec 2022
- C:\Users\sievenpiper\Desktop\BCA and CX TO DO\BCxA Board of Directors\BCA ECC 2022-06 Minutes WIP.docx