



BCA –Canada East District Chapter of the Building Commissioning Association

Meeting Number: BCA ECC 2022-11

Date: November 24, 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	prt	
Gerry Fitzsimmons		X
Isik Busra		X
Karan Manhas		X
Mike Loughry		X
Sylvain Duprey		X
Dominic Turgeon		X
Ian Meredith	x	

Call to Order	3:05 pm
Approval of Previous Meeting Minutes	Tony, Craig
Adjournment	4:45 pm
Next Meeting	Dec 9, 2022



No.	Description	Topic Led By	Status
1	Membership	Caleb	
<p>24-Mar-22: Action: Offline do a WIFM for the chapter membership.</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.</p> <p>15-Sep-22: BCA hosted an event in July, for new members.</p> <p>20-Oct-22: National Conference was September 2022, no update on the membership from HQ. <i>Onboarding Event: target for xxxx (month) + proposed agenda</i></p> <p>New member welcome email updated from C.Teeple (Q2-22); J.Bell has reviewed (Q4-22) – JB to update and send out to members.</p> <p>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).</p> <p>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>For 2023: Social event, membership drive, leverage the NCBFO/LinkedIn numbers/email lists.</p> <p>24-Nov: Planning for 2023</p> <ul style="list-style-type: none"> - G Fitzsimmons – called 10-15 people and got good response from those he contacted - Student Members – 10 free memberships available <ul style="list-style-type: none"> What can we do locally to engage Toronto/Montreal schools (Seneca et al) Develop a slide deck on Cx 101, to promote the opportunity. Email to the membership introducing, and outreach. - Renewals – HQ have sent out reminders. - MSG will follow up with a potential interested person from the BCxA elections email form Liz. - CT noted that HQ is interested in creating a task force to promote Student engagement. There is interest from IM/JB/MSG and others in supporting this. 			

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>24-Nov-22:</p> <ul style="list-style-type: none"> - MM has been the primary poster to LinkedIn. MEMBERS need to repost, like and comment so that it becomes a priority on the platform. - Caleb presented Monday, good turn out (40 persons). 			




WEBINAR SCHEDULE			LinkedIn Posting
When	Webinars	Notes	
Dec	NA		
	2023 Ideas		
		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	Each person will need to provide a post.
Jan	JBell	Rogers – Save the date Tues Jan 24 1200-1300	Mathieu
Feb			Craig
Mar			Abou
April			John
May			Mo
June			Caleb
July	N/A		Tony
Aug	N/A		
Sept			
Oct			
Nov			
Dec			

No.	Description	Topic Led By	Status
3	Nominating	Mike Loughry	
<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> <p>15-Sep-22: Board has no turn over this fall (2022). There is one empty spot.</p> <p>20-Oct-22: R.Crawford has declined to continue with the board, two spots are open for the Board.</p> <p>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.</p> <p>24-Nov-22: Dec 9th AGM. Candidate Ian Meredith nominated.</p>			

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4	Auditing	Derek Cheung	
<p>16-Jun-22: Completed and Taxes filed May 24th.</p> <p>Next cycle February 2023</p>			



No.	Description	Topic Led By	Status
5	Best Practices / Industry News	Craig Sievenpiper	
<p>This topic is to coordinate discussion of industry news:</p> <p>20-Oct-22</p> <ul style="list-style-type: none"> - IESO program provider RFP is out, some info is available. ECC provided Guidehouse letter noting our support to the program - IFMA/BOMA need to know that funding is available to building operators <p>24-Nov-22</p> <ul style="list-style-type: none"> - IESO program content discussed (slide deck available) - EBCx within NRCAN continues <div style="float: right; border: 1px solid black; padding: 5px; width: 200px;"> <p>Existing Building Commissioning (EBCx) Overview</p> <p>Three Phases</p> <ul style="list-style-type: none"> • Investigation Phase <ul style="list-style-type: none"> ◦ Investigation Report: incentive up to \$0.06/sq ft, capped at \$50,000 • Implementation Phase <ul style="list-style-type: none"> ◦ Incentive of \$0.03/kWh of claimed savings • Persistence Phase <ul style="list-style-type: none"> ◦ At the end of 12 months, incentive of \$0.03/kWh of confirmed savings  </div>			

No.	Description	Topic Led By	Status
6	Website / Social Media	Mo + Aboubakeur	
<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 <p>20-Oct-22</p> <ul style="list-style-type: none"> - 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! - BCxA – link to NCBFO 2022 - NCBFO – upload the pictures. <p>24-Nov-22</p> <ul style="list-style-type: none"> - LinkedIn – 136 members - French/English poll was noted low participation (11) - Pictures/Slides for the week of the AGM to the NCBFO site (AB) 			

No.	Description	Topic Led By	Status
7	NCBFO 2022	Sylvain Duprey	Concern
<p>20-Oct-22:</p> <p>Overall successful - Content, feedback, finances, support. Well done and thank you to all those who added their time and effort to the event. CS to email all participants with CEU, links and thanks. Need confirmation from AB. NCBFO Wrap up meeting – Lessons learned, collect all the relevant documents and save to google drive etc.\</p> <p>24-Nov-22</p> <p>All the certificates are sent. NCBFO still needs to be updated with slides and pictures Outstanding funds from Facility grid and Trane (TR). Survey follow up (Sylvain to provided survey)</p>			



No.	Description	Topic Led By	Status
8	AGM	John Bell	
<p>17-Feb-22: Date should be set before summer break 20-Oct-22: Dec 9th 1030am @ TBD (potential ITC 1129 Leslie St) - \$500 (TBD) budget for AGM from conferences budget/BD.</p> <p>24-Nov-22 Agenda – JBell/TRocco Invite – membership email 1030-1230 mtg</p>			

No.	Description	Topic Led By	Status
9	Chapter Deliverables Update (new)	All	
<p>24-Mar-22: CS outstanding form needs completing.</p> <p>24-Nov-22: Forms need resubmittal for the year 2023</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). 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"> - 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. <p>20-Oct-22:</p> <ul style="list-style-type: none"> - CH Nat Conf Debrief – early registration for the conferences. Orlando World Centre Marriot (Oct 3-5, 2023). 150 people in person, made \$25K overall. - CH IBOD – push on training updates. <p>24-Nov-22: No New Business</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	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
- C:\Users\sievenpiper\Desktop\BCA and CX TO DO\BCxA Board of Directors\BCA ECC 2022-06 Minutes WIP.docx