



Northwest Regional Chapter – 2021 Budget Board Meeting

The mission of the Building Commissioning Association is to provide value to our members and the building community by establishing professional standards, furthering the practice and positively influencing the industry environment.

Date: Tuesday, January 19, 2021
Location: Phone/Video Teleconference

Time: 3:03pm – 3:33 PST

Please join zoom meeting from your computer, tablet or smartphone.

<https://us02web.zoom.us/j/87256829806>

Call-in Number: 669-900-6833 (San Jose) or 253-215-8782 (Tacoma)

Meeting ID: 872 5682 9806

Password: None, waiting room enabled.

Attendees

X	Travis Lynn	P	X	Caleb Aring	
X	Scott Henderson	T	X	Treasa Sweek	ECC
X	John Herboth	V, MC	X	Jeramy Bromley	S
X	Angela Templin	MUC	X	Mike Bigelow	W
	Jeremy Wolff	NL	X	Scott Usselman	

Legend:

P-President, V-Vice President, T-Treasurer, S-Secretary, NL- National BCxA Liaison, M-member, at large
AC-Advocacy Chair, MC-Membership Chair, Educational/Conference Chair-ECC, Meet-Up Chair-MUC, W-
Webmaster, X Attended, Blank-Absent

Opening of Meeting: Travis

Reports:

Treasurer's Budget: Board reviewed draft 2021 budget, made additions and subtractions. Treasa / Can student sponsorship budget be increased from \$500 to \$1000 due to 2020 funds not used. John requested \$350 request for potential 2021 Holiday party and \$24 for Mail Merge program for Secretary position for mass emails. Angela request remainder, \$300 for Meet-Ups. Unanimous approval of revised budget and Scott H. to send to national and CC the executive members.

Old Business:

- N/A

New Business:

- **Chapter Meeting Dates Proposed;** Unanimous approval of chapter meeting dates. Meeting times to be 12:00 noon to 1PM exception being the annual meeting in November meeting which is to go to 1:30PM.
Q1: Thursday March 18th (3rd week of the month)
Q2: Thursday May 20th (3rd week of the month)
Q3: Thursday September 16th (3rd week of the month)
Q4: Thursday November 18th (3rd week of the month)

Action Resolution

[1 of 2 Complete – Scott H.] Create Zoom accounts for the 2 NW Chapter gmail accounts. 2nd account to be created in late March and active for April.

[Complete – Scott H / John H] 2021 chapter budget by Scott H to board. John to setup follow up meeting 1/19 @ 3PM.

[Complete - John] Email Geremy and Nichole Mike Bigelow's contact info for Webmaster training.

[Complete - John] Setup Jeramy and Mike access to Box folders. John to resend the board the web address.

[Complete - John] Officers list to Sheri, CC Jeramy for secretary handoff.

[Tresa / John] Contact an advocacy committee member about chairing the committee.

Member was uninterested. Tresa and John to share duties, John to take over completely when educational conference ramps up.

Action Items for Next Meeting

[Angela / Scott H / John H / Geremy W] Angela T. to contact UW, Scott H to contact WSU, John H to contact U of P, Geremy to contact Central Oregon Univ engineering departments for student BCxA membership nominations. John to send email template on what was used for U of P to board.

[John] Send subcommittee members 2020 committee goals and tasks for template for 2021.

[Tresa / John] Contact advocacy committee member about chairing the committee.

[Caleb Remaining] Chapter deliverables, fill in, sign, and return to Box folder board member documents. Anti-Trust, Commitment, and Compliance documents.

[Travis / John / Jeramy / Tresa / Angela] Draft members introduction for 2021 ready for send out by end of next week, 1/22/21.

[Scott H.] 2nd Zoom account to be created in late March and active for April.

[John] Contact Nichole again about Webmaster training.

NEXT BOARD MEETING:

The next monthly board meeting is on 2/8/21, from 3:00pm to 4:00pm

**Meetings to occur on the 2nd Monday of Every Month from 3:00pm – 4:00PM for 2021*

Meeting Adjourned