



# Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business' (Sorted by Item Number)

**Southeast Region Building Commissioning Assoc**      **Project # SERBCA**      **Clement & Wynn LLC**  
 Tel:      Fax:

**SERBCA Annual Meeting Meeting 5**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/8/2008	12:45 PM	01:55 PM	8/21/2008	10:00 AM	Don Blackston	Spelman College

Purpose	Location	Next Location	General Notes
To recommend and coordinate SERBCA agenda/goal items for the 2008 year.	Teleconference Call Number 1-888-246-4783 Participant Code = 6090586		

Attended By	Non-Attendees
Southeast Region Building Commissioning Association - Jim Magee	
Southeast Region Building Commissioning Association - Mike Kenig	
Southeast Region Building Commissioning Association - John McCullum	
Southeast Region Building Commissioning Association - Jeff Watson	
Southeast Region Building Commissioning Association - Rick Snowden	

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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**New Business**

**SERBCA Fall Meeting Planning**

<b>005-001</b>	August 8, 2008 - The fall SERBCA Conference is scheduled for October 7, 2008. - The conference location is at the Beau Rivage Casino Hotel Biloxi, Mississippi, 39530.					No
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**Conference Menu Selections**

<b>005-002</b>	August 8, 2008 - Brad Jewell proposed the following menu selections and pricing: - Continental Menu - Bon Cafe Deluxe - \$16 / person - Morning Break Menu - Dolce Cafe - \$11/person - Afternoon Break Menu - Sweet & Salty - \$11/person - Luncheon Menu - Biloxi Buffet - \$24/person  - The sum cost per person for menu selection is \$62/person.  - The Board recommended a \$65/person cost for food which included additional soft drinks, coffee, etc.					No
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<b>New Business</b>						
<b>Conference Audiovisual Setup</b>						
005-003	<p>August 8, 2008</p> <ul style="list-style-type: none"> <li>- Brad Jewell researched the following audiovisual conference costs:               <ul style="list-style-type: none"> <li>- Room rental - \$1,500.00</li> <li>- Stage rental - \$500.00</li> <li>- Wireless remote microphones - \$140.00</li> <li>- Projection screen - \$60 - \$80</li> </ul> </li> <li>- The Board agreed that we only need a projection screen and two microphones.</li> <li>- Rick Snowden agreed to provide his personal laptop and projector for conference presentations. Presenters should forward their presentations to Rick Snowden prior to the conference.</li> <li>- Jim Magee proposed that the room and stage rental costs could be funded by participating sponsors to eliminate that costs to participants.</li> </ul>					No
<b>Conference Signage</b>						
005-004	<p>August 8, 2008</p> <ul style="list-style-type: none"> <li>- Rick Snowden will reconnoiter the Beau Rivage to verify signage needs and locations within the resort.</li> </ul>					No
<b>Conference Cost Per Person</b>						
005-005	<p>August 8, 2008</p> <ul style="list-style-type: none"> <li>- The proposed actual cost per person is \$83.00.</li> <li>- The recommended actual cost per person is \$100.00.</li> <li>- The Board agreed to charge the following:               <ul style="list-style-type: none"> <li>SERBCA members = \$75 per person</li> <li>Non-SERBCA members = \$100 per person</li> </ul> </li> </ul>					No
<b>Pre-Conference Tour</b>						
005-006	<p>August 8, 2008</p> <ul style="list-style-type: none"> <li>- Rick Snowden reserved tours for the Stennis Space Center Complex and the NASA Shared Services Center.</li> <li>- Rick Snowden noted that the distance from the Beau Rivage to the Space Center is approximately 20 - 30 miles.</li> <li>- Rick Snowden recommended reserving 15 person passenger vans from Enterprise Rental Car. Rick Snowden offered to do driving for the tour.</li> <li>- Tour duration at each center is approximately 30 minutes. The tours are scheduled from 2PM - 4PM on October 6, 2008.</li> </ul>					No
<b>Restaurants &amp; Recreation</b>						
005-007	<p>August 8, 2008</p> <ul style="list-style-type: none"> <li>- Rick Snowden agreed to gather restaurant</li> </ul>					No



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<b>New Business</b>						
	<ul style="list-style-type: none"> <li>recommendations</li> <li>from local architects/engineers.</li> <li>- Rick Snowden research and forward any recommended recreational links</li> <li>for the local area to the hotel and bay area.</li> </ul>					
<b>Alternate Hotels</b>						
005-008	<ul style="list-style-type: none"> <li>August 8, 2008</li> <li>- Rick Snowden forwarded links to recommended alternate hotels.</li> </ul>					No
<b>Registration Forms</b>						
005-009	<ul style="list-style-type: none"> <li>August 8, 2008</li> <li>- The Board agreed that the deadline for hotel room reservations is September 6, 2008.</li> </ul>					No
<b>Flyer Distribution</b>						
005-010	<ul style="list-style-type: none"> <li>August 8, 2008</li> <li>- Jim Magee, Jeff Watson, and Rick Snowden agreed to coordinate the email distribution list and submit.</li> </ul>					No
<b>SERBCA Treasury Report</b>						
005-011	<ul style="list-style-type: none"> <li>August 8, 2008</li> <li>- Mike Kenig stated that the preliminary treasury report indicates that the current balance is \$22,100.00. Mike Kenig agreed to verify accounting status and submit formal report.</li> <li>- Mike Kenig will prepare check to reserve the hotel conference room rental. All other expenses will be reimbursed via valid receipts.</li> </ul>					No
<b>Next Teleconference</b>						
005-012	<ul style="list-style-type: none"> <li>August 8, 2008</li> <li>- The next SERBCA teleconference is scheduled for August 21, 2008 at 10 AM EST.</li> </ul>					No