

**Minutes of the Board of Directors
Southeastern Chapter of the Building Commissioning Association, Inc.
October 12, 2004**

A meeting of the Board of Directors was held at the request of Mr. Robin Smith, Chapter President, and was convened at 9:00 AM, October 12, 2004, in the conference room of the Emory Facilities Office, Emory University, Atlanta, Georgia.

The following persons participated in this meeting:

Mr. Robin Smith	President
Mr. Jeff Rees	Secretary
Mr. Mike Kenig	Treasurer
Mr. Kimball Peed	Director
Mr. Jim Magee	Director
Mr. Jay Enck	Director

1. Mr. Smith announced that he had decided to not run for re-election to the Chapter Board of Directors. He expressed his heartfelt thanks for the support and assistance of the Board members and of the Chapter members in his tenure as both a Board member and as the Chapter President. It has been a fun and rewarding experience, but he felt it was time for him to step down. He expressed his intent to remain involved with the Chapter.
2. The Chapter is required to hold an annual business meeting by our Articles of Incorporation. After discussion, it was decided to hold this meeting on Tuesday, November 30, 2004. A tentative schedule of 11:00 AM– 1:00 PM was selected. Mr. Peed will investigate the possible use of meeting space at the Floyd Building or the Freight Depot – both downtown Atlanta venues for this meeting. A decision will be made on location pending the availability of the spaces. A tentative program focusing on the structure and interrelationship of the Chapter and the National BCA organization was decided upon. Michael Weiss, the past national president will be invited to participate. Should he not be available, we will either make the presentation with Board members or reconsider the program.
3. The primary requirement of the Annual Meeting is the election of Board members to replace those whose term is expiring. This year four terms end – Robin Smith’s, Jay Enck’s, Jeff Rees’s, and Mike Kenig’s – who has been appointed to fill the balance of Carl Lundstrom’s term. Other than Robin, the current Board members all agreed to stand for re-election. The Board expressed its strong desire to continue a substantial presence of Owners in its membership. Mr. Peed agreed to contact people he had relationships with and to see who might be interested in serving as Board members. A final slate of nominees will be determined prior to the “official” meeting announcement to be sent by November 30, 2004.

4. Mr. Kenig distributed an abbreviated financial statement for the Chapter. As of September 30, 2004, the Chapter has a bank balance of \$10,660.20.
5. Mr. Kenig moved that the Board recommend to the membership a modification to the Chapter By-Laws to allow the increase in the membership of the Board from seven to nine. The motion was seconded by Mr. Peed and after very brief discussion was approved unanimously by the Board. The formal motion will be added to the general membership election ballot for approval.
6. Because of the relatively short time available, the Board discussed the possibility of having the membership vote electronically in the coming election. It was decided to distribute the meeting announcement, agenda, and ballot electronically, with the membership being directed to return their vote either by fax or mail. It was felt that the previously used system of paper ballots distributed and collected by mail was unnecessarily cumbersome and slow. Mr. Rees will be responsible for developing the agenda and ballot. Mr. Kenig will develop the official meeting announcement. We will once again ask Ms. Kelly Clay for her able assistance in making the electronic distribution of the announcement.
7. There being no further business, the meeting of the Directors of the Southeastern Chapter of the Building Commissioning Association, Inc. was adjourned at 11:00 AM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Rees". The signature is fluid and cursive, with the first name "Jeff" being more prominent than the last name "Rees".

Chapter Secretary