

Minutes of the Board of Directors
Southeastern Chapter of the Building Commissioning Association, Inc.
November 30, 2004

A meeting of the Board of Directors was held following the annual membership general meeting, and was convened at 1:30 PM, November 30, 2004, in the Carl Sanders Room of the State of Georgia Educational Facility, Atlanta, Georgia, the site of the annual membership meeting..

The following persons participated in this meeting:

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

1. The Board discussed plans for the coming year in terms of the intended plan for meetings and educational activities. The consensus was that we would like to continue our policy of holding 4 meetings per year. We would target two of those as being informative/educational meetings, one in late winter/early spring and the second at the end of summer/early fall. The annual meeting and the BCA convention meeting would continue but would be organized with more of an informal, social approach.
2. As the Board election process had been delayed by problems with the electronic voting procedures, the current Board decided to delay officer elections and further business until the end of the extended election period and the new board was selected. The Board agreed to hold a telephonic meeting as soon as the new Board members were selected.
3. The meeting was adjourned at 2:30 PM.

Respectfully submitted,



Chapter Secretary