

**Meeting Minutes of the Board of Directors  
Southeastern Chapter of the Building Commissioning Association, Inc.  
February 23, 2005**

The Board held a conference-call meeting, which convened at 10:00 AM, February 23, 2005. The following persons participated in this meeting:

Mr. Kimball Peed	President
Mr. Jonathan Clay	Vice-President
Mr. Don Blackston	Director
Mr. Floyd Farmer	Director
Mr. Jim Magee	Director
Mr. Jeff Watson	Director
Mr. Ben Coe	SERBCA Liaison to BCA

Directors Kenig, Rees, & Tinsley were unable to attend. In Secretary Rees's absence, Mr. Peed kept minutes.

1. The meeting's main purpose was to assure the board that plans for the Spring Training Meeting on April 1, and the registration brochure for same, were ready for distribution. After a correction was recommended for the brochure, it was approved.
2. Discussion ensued about distribution of the brochure to associations and making requests that these associations distribute it to their members. Mr. Peed had secured a commitment from the Georgia Branch of the Associated General Contractors. Mr. Clay reported success with the Atlanta-based Southface Institute. Mr. Clay and Mr. Coe agreed to use their contacts to secure support from the Associated Builders and Contractors (ABC) Georgia Chapter. Mr. Peed will inquire with the local affiliates of the Construction Owners Association of America, the Design-Build Institute of America, the American Institute of Architects, and the American Council of Engineering Companies.
3. Additional conversation continued as the board discussed what we expect from the April 1 meeting. We discussed ideas for future meetings, also.
4. It was agreed that the directors should plan to stay behind after the conclusion of the April 1 meeting in order to debrief about the meeting and plan for future meetings. It was suggested that other interested members and attendees would be made welcome to this session.
5. Mr. Farmer and Mr. Magee urged interest in our summer training meeting. We briefly discussed location. The idea of going to Arkansas was well received, as was another visit to Kentucky.
6. The attendees set the date of the next conference call for Friday, March 18, 2005, at 10 AM Eastern. This date will be after the official registration has closed for the April 1 meeting.

7. After the close of the official meeting, Mr. Watson called Mr. Peed to discuss giving complimentary registration (fee waiver) to guest speakers, in case a director deemed such expedient. It was agreed that a fee waiver would be acceptable if requested. Likely to apply only to one or two people. If other board members object, please let it be known.
8. Corrections or additions to these minutes should be sent to Mr. Peed ([peedk@bellsouth.net](mailto:peedk@bellsouth.net)).

Respectfully submitted,

Kimball L. Peed  
Chapter President