

Minutes of the Board of Directors
Southeastern Chapter of the Building Commissioning Association, Inc.
August 23, 2002

A meeting of the Board of Directors was held at the request of Mr. Robin Smith, Chapter President, and was convened at 3:35 PM, June 23, 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. Jonathon Clay	Director
Mr. Kimball Peed	Director
Mr. Jim Magee	Director
Mr. Jay Enck	Director

1. Mr. Smith announced that he had received and reluctantly accepted Mr. Lundstrom's resignation from the Board of Directors of the Chapter. Citing personal reasons for the decision, Mr. Lundstrom intends to remain active in Chapter activities. Mr. Smith suggested the appointment of Mr. Mike Kenig to fill the remaining time of Mr. Lundstrom's term. After brief discussion, the Board agreed unanimously to this appointment.
2. Mr. Magee reported that the national committee for chapter development, of which he was the chair, had been disbanded by the national Board. The duties of this committee have been consolidated with those of the Administrative Committee, chaired by Ms. Treasa Sweek.
3. Mr. Smith distributed a list of national BCA members in the Southeast region who have no chapter affiliation and suggested the group divide this list and contact these members, encouraging them to join our chapter. The group divided the list of names and agreed to make contact by July 9, 2004.
4. The group discussed the possibility of revising and updating the Chapter's web site. All agreed that changes to the current site were a good idea. Mr. Clay and Mr. Magee have both had recent positive experiences with developing new sites for their respective organizations and volunteered to investigate the costs of using their developers to produce a new site for the Chapter. Mr. Magee agreed to research National's position on our hosting of the site other than on the national server. The group discussed what should be included in any new

- c. A document “repository” containing information, forms, and case studies to support the activities of the membership and to serve as a resource for encouragement of commissioning as a normal part of the construction process.
5. Mr. Peed and Mr. Magee provided an update of the plans for the upcoming Chapter/Training meeting. Mr. Magee outlined the various options he had found for holding the meeting in the Louisville and Lexington, Kentucky areas. After discussion, the group decided on the Galt House in Lexington, Kentucky as the preferred venue. Mr. Magee reported that the facility was available August 18, 19, and the 23rd through the 27th. Although the group initially selected the August 26th date, it was learned that this would conflict with the regional meeting of the COAA, a group we are trying to establish relations with. To avoid this conflict, the date of August 19th was decided upon for this event. Based on discussions of the projected costs for the venue and Mr. Magee’s preliminary budget, the Board decided on a fee of \$75.00 for this training meeting. The theme of the day’s presentations will be Building Commissioning for Owners.
6. Mr. Peed reported that he had had some discussions with the COAA organization in seeking to establish a firm working relationship with the group. The national president of the organization has admitted that he is not familiar with the commissioning process and its potential benefits to his membership. Mr. Peed has volunteered the Chapter to assist in educating the COAA membership and to supporting this effort during their national conference in November.

Mr. Smith agreed to be responsible for taking pictures at the September meeting for use in a Chapter newsletter or any other publicity application and for making them available to the Chapter.
7. There being no further business, the meeting of the Directors of the Southeastern Chapter of the Building Commissioning Association, Inc. was adjourned at 4:40 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Peed". The signature is written in a cursive, flowing style.

Chapter Secretary