

Minutes of the Board of Directors
Southeastern Chapter of the Building Commissioning Association, Inc.
July 15, 2002

A meeting of the Board of Directors was held at the request of Mr. Robin Smith, Chapter President, and was convened at 1:30 PM, July 15, 2002, at the offices of Newcomb & Boyd, Suite 525, 303 Peachtree Center, Ave., N.E., Atlanta, Georgia, 30303.

The following persons participated in this meeting:

Mr. Robin Smith	President
Mr. Jeff Rees	Secretary
Mr. J. R. Anderson	Director (telephonically)

Also in attendance was Mr. Jay Enck, the Administrative Committee chairman.

1. Mr. Smith reported that Mr. Carl Lundstrum had prepared a brief summary of the Chapter's finances following the first meeting. After paying the meeting expenses and the initial payment to the lawyer for the work on the Chapter's incorporation documents, we have effectively broken even. As of this accounting, the Chapter has received 17 paid membership applications.
2. The Chapter's required annual meeting is scheduled for November to coincide with the national organization's election cycle. The tentative site is Furman University, although this has not been confirmed. Mr. Enck will contact Mr. Jeff Rettisson of Furman University and begin firming up the arrangements. An exact date will be set prior to the September 24 meeting at the University of Alabama.
3. Mr. Rees reported that he had received several requests from individuals who expressed interest in attending the Chapter's meetings and training sessions without necessarily joining the Chapter. After discussion, the Board decided that non-members would be welcome, but that meeting fees for non-members would be \$75.00.
4. Mr. Rees reported that he had adapted the previous meeting announcement mailing for the September 24 meeting. The Chapter is not able to afford another bulk mailing as was done for the initial meeting, so the plan is to distribute this announcement by e-mail. Mr. Rees will compile the e-mail list for the mailing. All attendees of the first meeting and all NCBC attendees from the southeast region will be included in this list. All Directors were requested to send any additional contacts or addresses that they thought would be appropriate for this mailing
5. Mr. Smith reported that he had received the pictures from the inaugural meeting and was working with Ms. Betty Hearn, Communications Committee chair, to develop and publish a Chapter newsletter prior to the September 24 meeting.

6. There being no further business, upon motion made by Mr. Smith and unanimously adopted, the meeting of the Directors of the Southeastern Chapter of the Building Commissioning Association, Inc. was adjourned at 2:15 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Kren". The signature is written in a cursive style with a large initial "J" and "K".

Chapter Secretary