

**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 1:30 PM, August 23, 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. Carl Lundstrom	Vice President
Mr. Jeff Rees	Secretary
Mr. Jonathon Clay	Director
Mr. J. R. Anderson	Director (telephonically)

Also in attendance were:

Ms. Betty Hearn	Publicity Committee Chair
Mr. Steve Wiggins	Membership Committee Chair
Mr. Jay Enck	Administrative Committee Chair

Old Business

1. Mr. Rees reported that the minutes of all official meetings to date have been posted on the Chapter's web site. The link from the National page is not as apparent as would be desirable. Mr. Smith agreed to discuss this matter with Michael Weiss, the National president, and to see what could be done to make the link to the Chapter's page more prominent
2. Mr. Lundstrom reported that the Chapter had a small positive balance in the bank but that current obligations to the attorney for services in preparing the Chapter incorporation papers offset this balance. The fees due Emory for the first meeting have been slightly reduced and will be reflected in the next report.

Committee Reports

3. Membership - Mr. Wiggins agreed to serve as the clearing point for local Chapter membership forms that are beginning to come in. He will compile and distribute, as necessary, the list of Chapter members, as dues are paid. All membership applications should be routed to him.
4. Administrative - Mr. Enck reported that he is working on a location for the November meeting. Furman University has declined to host this meeting, but would like to be considered for a future event. Mr. Smith agreed to assist Mr. Enck in locating and confirming the November meeting location.

Mr. Enck requested assistance with the registration and administrative tasks at the September meeting. Mr. Rees agreed that Newcomb & Boyd would provide a person to assist in these duties.

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.

### New Business

5. Mr. Lundstrom and Ms. Hearn reported that the e-mailing to prospective attendees had not produced much response to date. The feasibility/desirability of a physical mailing was discussed. It was decided that the Chapter Secretary would be responsible for compiling and maintaining a "communications list" for use by the Chapter. All members with mailing lists or other contact information for prospective members are requested to provide the data to Mr. Rees. Mr. Clay agreed to get a copy of the list used for the mailing for the Emory meeting.
6. Mr. Lundstrom, as the Chair of the Training Committee, with the assistance of Mr. Enck agreed to develop a 12 month training plan. A draft is to be ready for presentation to the membership at the September meeting, for input and comments from the membership.
7. Mr. Wiggins raised the idea of developing a "speaker's bureau" for the Chapter, to allow a central point of contact for organizations requesting information from the Chapter. After discussion, it was moved and passed unanimously that Ms. Hearn, as Communications Committee Chair and Mr. Wiggins develop a "standard" presentation of what the commissioning process and the Southeast Chapter of the BCA are. They will also research organizations to make this presentation to and develop a list of prospective speakers.
8. 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 2:45 PM.

Respectfully submitted,



Chapter Secretary