

**Minutes of the Board of Directors  
Southeastern Chapter of the Building Commissioning Association, Inc.  
September 16, 2005**

A telephonic conference call meeting of the Board of Directors was convened at 10:00 AM, September 16, 2005. The following persons participated in this meeting:

Mr. Kimball Peed	President
Mr. Jonathan Clay	Vice-President
Mr. Jeff Rees	Secretary
Mr. Don Blackston	Director
Mr. Ben Coe	SERBCA/Association Liaison
Mr. Floyd Farmer	Director
Mr. Jim Magee	Director
Mr. Jeff Watson	Director

1. Mr. Peed presented a brief summary of the Little Rock, AR event. Attendance was 104 people and by all reports the meeting was well received and extremely successful. He will be submitting a more formal summary of the event to the Association – both for information and for inclusion in the BCA newsletter
2. The Chapter’s annual meeting is fast approaching. One of the major tasks is the election of Directors to fill expiring terms. Mr. Peed’s, Mr. Clay’s, and Mr. Magee’s terms are all expiring at the end of this year. Mr. Tinsley has informed the Board that he will be resigning his position due to other commitments, meaning we have four Director positions to fill in this election cycle. Mr. Peed and Mr. Magee have both agreed to run for another term. Nominations will be solicited from the membership and current Board members for the vacant positions. The Board wants to encourage the participation of members from locations other than just Atlanta.
3. The Board decided to hold the Chapter’s Annual Meeting on November 30, 2005, beginning at 9:00 AM. The Board decided that the State training facility venue, used for the past two years, is well suited to the group’s needs and Mr. Peed agreed to investigate its availability for this year’s meeting. The Board decided to send the general membership a preliminary “mark your calendar” announcement so members could note the event and to solicit Board member nominations. The formal meeting announcement will include the actual slate of nominees for the election.
4. The Board discussed the possibility of returning to the North Carolina region for next year’s summer training meeting. To support this tentative plan, the Board will encourage participation and involvement in Chapter activities from North Carolina based members. The group decided that whatever location is chosen, the event should be scheduled earlier in the summer.

5. The GreenBuild Conference is being held in Atlanta this fall and has solicited BCA and SERBCA support an involvement. The Board agreed to support the conference to the maximum extent practical.
6. Mr. Peed reported that there may be a slight discrepancy between the "official" Chapter By-Laws and those published on the Chapter's web site. He and Mr. Rees will resolve the issue and present the correct set to the membership for their approval as a part of the Annual meeting's business. The correct copy will then be posted to the Chapter's web site.
7. There being no further business, the meeting was adjourned at 10:50 AM, September 16, 2005. The Board will meet again by telephone on October 14, 2005 at 10:00 AM Eastern time.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Rees". The signature is fluid and cursive, with the first name "Jeff" being more prominent than the last name "Rees".

Chapter Secretary