

**Minutes of the Board of Directors**  
**Southeastern Chapter of the Building Commissioning Association, Inc.**  
**May 26, 2005**

A telephonic conference call meeting of the Board of Directors was convened at 11:00 AM, May 26, 2005. The following persons participated in this meeting:

Mr. Kimball Peed	President
Mr. Jonathan Clay	Vice-President
Mr. Mike Kenig	Treasurer
Mr. Jeff Rees	Secretary
Mr. Floyd Farmer	Director
Mr. Ed Tinsley	Director
Mr. Jim Magee	Director

1. Mr. Farmer and Mr. Tinsley presented their preliminary plans for the upcoming Summer training meeting. Tentative plans are to hold the meeting at the Clinton Presidential Library in Little Rock, Arkansas on Friday, August 19. An outline of topics was presented for the Board's consideration. This session would have a greater overt emphasis on owners and contractors with the understanding that Cx providers will follow to where the other parties go.
2. The planned format would be similar to previous training meetings, but customized according to Mr. Farmer's and Mr. Tinsley's understandings of local needs and interests. The meeting would again include primer session to establish vocabulary and basic concepts. Mr. Kimball and Mr. Coe agreed to assume the responsibility for this session and will work to incorporate the newly released BCA materials. The schedule would also allow time for general discussion and networking.
3. The Board discussed the financial aspects of the meeting and the possible solicitation of sponsorships to offset the expense of the venue, food, breaks, speakers, and such. Mr. Peed expressed his strong desire to pursue sponsorships and to give sponsors appropriate and tasteful visibility in exchange for their support.
4. The Board discussed and agreed that special invited speakers would need travel reimbursement. Mr. Farmer requested aid in identifying effective speakers and the Board discussed the possibility that BCA might help with prominent speakers and good presenters through the BCA speakers bureau initiative.
5. The group discussed the promotion of the event. Collectively we have contacts in neighboring states, especially Tennessee and Mississippi. The State of Mississippi is currently procuring commissioning services and should have an interest in attending. The planning committee has targeted early June for a "mark your calendars" type announcement, to be followed with a more detailed announcement. Mr. Kenig suggested being prepared to send multiple reminders nearer the date of the event.

Mr. Magee noted that the direct mail campaign in support of last summer's Kentucky meeting was a factor contributing to the good turnout at last year's event.

6. As the time available to the group was running out, the Board agreed to defer the planned detailed discussion of NCBC events and BCA activities until our next meeting. Mr. Peed reminded the group that he had begun participation on committees in Atlanta preparing for USGBC's prestigious Greenbuild Conference to be held in Atlanta on November 9 - 11 and at which BCA will have a display booth. He promised to keep the Board informed and pursue our involvement in the event.
7. There being no further business to discuss, the meeting was adjourned at 12:25 PM. The Board will meet by conference call again at 10:00 AM EDT, June 6, 2005.

Respectfully submitted,

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

Chapter Secretary