

Minutes of the Board of Directors
Southeastern Chapter of the Building Commissioning Association, Inc.
February 2, 2004

A meeting of the Board of Directors was held at the request of Mr. Robin Smith, Chapter President, and was convened at 3:30 PM, February 2, 2004, at the Emory Facilities conference room at Emory University, Atlanta, GA.

The following persons attended this meeting:

Mr. Robin Smith	-	Chapter President
Mr. Jonathon Clay	-	Chapter Vice President
Mr. Carl Lundstrom	-	Chapter Treasurer
Mr. Jeff Rees	-	Chapter Secretary
Mr. Jay Enck	-	Chapter Director
Mr. Jim Magee	-	Chapter Director
Mr. Kimball Peed	-	Chapter Director.

During this meeting the following items were discussed:

1. The meeting was called to order at 3:30 PM by Mr. Robin Smith. Mr. Smith described his goal of the Chapter remaining and becoming even more active in the advancement of commissioning in the construction process in the Southeast and continuing our efforts at educating the construction industry, building owners and operators, the design profession, and others in the process, goals, and benefits of the commissioning process. As part of this, the Chapter will continue its educational program and continue to seek out new opportunities.
2. Mr. Smith described the Chapter's need to coordinate its activities with the National organization. Of specific interest to the Chapter is the financial aspect, as National is now responsible for collecting the Chapter dues and forwarding them to the Chapter. To date this appears to be working, but we will need to monitor the process to be sure it continues to function. As a part of this we need to be sure our membership is recognized and updated on the National web directory.
3. Mr. Smith once again emphasized and the Board discussed the Chapter's goal of involving the four "core groups" in the Chapter's activities – the building owners, the contractors responsible for the construction/management of facilities, and the design professionals, as well as the providers. With this in mind, it was decided that one of our immediate goals would be to try to increase the knowledge and understanding of the commissioning process and what constitutes a true commissioning effort among other than the actual providers. One possible means of doing this would be for the

Chapter to sponsor and present a workshop just before the PECI meeting in May. This workshop would be intended to present the process and to help these groups understand just what is involved and should be expected of the commissioning process in a project. Mr. Smith agreed to investigate the feasibility and requirements of doing this with the PECI organizers.

4. In support of the upcoming PECI and National BCA meeting, it was agreed that the Chapter's official communications should publicize the event and our involvement in it. It was decided that, because of the effort required to support this meeting, the Chapter would not hold a general meeting until then.
5. Mr. Lundstrom and Mr. Rees were asked and agreed to assume the responsibility for planning the Chapter meeting to be held in conjunction with the PECI conference. Both agreed.
6. Mr. Jonathan Clay and Kimball Peed agreed to assume responsibility for the planning of the summer training meeting.
7. Mr. Jim Magee and Mr. Jay Enck agreed to be responsible for the Chapter's annual fall meeting.
8. Mr. Smith asked if the Board would object to holding meetings as required between now and the PECI conference, rather than committing to a fixed schedule. The Board unanimously agreed to this plan.
9. The question of Chapter participation in upcoming trade shows was discussed. Of interest at present would be the PECI conference – as the local Chapter it might be advantageous to host a booth. Other possible venues are the GAPP meeting in May and the Greenprints meeting.
10. 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 4:55 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Rees". The signature is fluid and cursive, with the first letter of the first name being a large, stylized capital letter.

Chapter Secretary