

Minutes of the Executive Committee
Southeastern Chapter of the Building Commissioning Association, Inc.
September 24, 2003

A meeting of the Executive Committee was held at the request of Mr. Robin Smith, Chapter President, and was convened at 4:00 PM, September 24, 2003, at the offices of Emory Facility Management, Atlanta, Georgia.

The following persons participated in this meeting:

Mr. Robin Smith	President
Mr. Jonathon Clay	Vice President
Mr. Carl Lundstrom	Treasurer
Mr. Jeff Rees	Secretary

1. Mr. Smith reported that he had rescheduled the chapter's annual meeting to November 18, 2003 to avoid a conflict with the US Green Building Council meeting. Mr. Smith reported that he had arranged to use the new Emory Facilities conference room for the meeting. He has reserved the facility from 8:30 AM to 1:30 PM on the day of the meeting, but these times can be adjusted – at least as of the date of the meeting.
2. With the election of new Board of Directors one of the primary agenda items for this meeting, it is important to communicate information on the prospective Directors to the membership. Mr. Smith asked Mr. Rees to prepare short profiles of the candidates and to develop a ballot format for the upcoming election.
3. Mr. Smith asked that Mr. Lundstrom develop an updated membership list and get the membership roster updated on our web site. Mr. Lundstrom distributed a current roster and agreed to be responsible for getting this information updated on our site.
4. During the discussion of updating the chapter's web site, the group agreed that it would be desirable to "update" our web presence. Mr. Lundstrom and Mr. Clay agreed to look into what would be involved in this effort, with the understanding that the national BCA site is also in the planning stages of a revision and update. Any changes made to our site must comply with the national effort, so it was decided that our efforts should be minimal expense until the national revision is complete.
5. Mr. Smith raised the question of dues collection for next year. It is his understanding that the national BCA will handle the invoicing and collection of dues and forward the chapter funds to us. Mr. Lundstrom confirmed that this was the plan and that the chapter should not have to deal with this matter.
6. Mr. Smith opened a discussion of producing chapter membership cards – preferably in time for their distribution at the November annual chapter meeting. It was decided that we would like to retain our original plan of recognizing our "charter" membership with

these cards. Mr. Clay volunteered to investigate what could be done to produce suitable membership cards at a reasonable price and to report back to the committee.

7. Mr. Smith reminded the group that one of our obligations was to produce the chapter's annual report. He requested each of the officers to write their reports and to submit drafts by the end of October. Mr. Smith will develop the draft chapter report by the same date.
8. Mr. Smith reminded the group that it will be necessary to hold a short Board meeting before the chapter's annual meeting to review and approve the chapter's annual report before it is presented to the membership and distributed. It is his plan to hold this meeting the day of the annual meeting, before the actual chapter meeting.
9. Mr. Smith asked if there were any matters that needed to be placed on the agenda other than the election of new Directors. With minimal business to attend to, Mr. Smith asked the group if it would be appropriate to invite speakers to present at the meeting. Two possibilities discussed were the new financial director of GSFIC and a LEED official. Both possibilities will be investigated.
10. The possibility of conducting training seminars, possibly one for owners and a second for contractors, during the winter quarter was discussed. Again, Mr. Smith volunteered to secure the Emory Facilities conference room for a venue. The committee agreed this was a good idea and will continue to develop the idea.
11. With no further business to discuss; the meeting was adjourned at 5:10 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. H. Reese", written in a cursive style.

Chapter Secretary