

**Minutes of the Annual Meeting of
Southeastern Chapter
of the
Building Commissioning Association, Inc.**
www.bcxa.org/southeast

Mr. Robin Smith, Chapter President, called the annual meeting of the Southeastern Chapter of the Building Commissioning Association, Inc. to order at 9:15 AM, November 18, 2003, at the Facilities Conference Room, Emory University, Atlanta, Georgia.

1. Mr. Smith welcomed those in attendance and introduced Mr. Jonathan Clay who added his welcome and presented a brief outline of the meeting agenda. Mr. Clay introduced Mr. Bob McMains of Emory University.
2. Mr. McMains added his and Emory University's welcome to the attendees and continued with an overview of Emory University's commissioning program and progress to date. He encouraged the attendees to visit the University's web site for more information and documents related to their program. (<http://www.fm.emory.edu/>).
3. Following Mr. McMains remarks. Mr. Clay introduced the first of our featured speakers – Ms. Dagmar Epsten, of the Epsten Group who presented an overview of the LEED process and its commissioning implications. She continued with a description of the recently completed Georgia Tech Technology Square project and the role played in its construction by both the LEED process and commissioning. Ms. Epsten's presentation is available on her firm's website - <http://www.egrouparchitects.com/>.
4. Mr. Rees, the Chapter Secretary announced the results of the election for three positions on the Chapter's Board of Directors. With all votes received by the deadline tabulated, Mr. Jonathan Clay was re-elected to the Board. Joining him are Mr. James Magee and Mr. Kimball Peed. All members who participated in the election were thanked and the new Board members were recognized and congratulated.
5. Mr. Robin Smith, Chapter President, presented the Chapter's yearly report and described the Chapter's vision for 2004 – to continue the growth and development of the Chapter's membership and recognition as a leader in the commissioning field and to continue and grow our role as a technical and training resource in the southeast. A copy of this report is posted on the Chapters' website - <http://bcxa.org/southeast/>.
6. Mr. Jonathan Clay, Chapter Vice President, described the development of the Chapter's database, both of our current members and others in the region who are or would potentially be interested in the commissioning process. He described the Chapter's intent to continue our efforts to involve these people in our activities, with a desire to include the design professionals in our activities and membership. Mr. Clay also reiterated Mr. Smith's commitment to the continued emphasis of the Chapter on developing our membership and educating the construction community by continuing our training program, with emphasis on training aimed at each of the four core groups of our membership – providers, contractors, owners, and design professionals.

7. Mr. Carl Lundstrom, Chapter Treasurer, reported that the Chapter is solvent, on a firm financial footing, and operating on its own funds with all loans repaid. The Chapter has approximately \$4,000 in our account.
8. Mr. Smith recognized Mr. Kimball Peed who introduced Ms. Gena Abrams, the Director of the Georgia State Financing and Investment Commission who described the Commission's role in funding and administering the state's construction program. She shared with the group her plans for the future of the Commission. Ms. Abrams' presentation is posted on the Chapter's website.
9. At the conclusion of Ms. Abrams' presentation. Mr. Smith invited all to join in a luncheon and social hour, with the majority of the group taking advantage of the opportunity for informal conversation.
10. There being no further business, the meeting was adjourned at 12:15 PM.

Respectfully submitted,

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

Secretary of the Meeting