

**Minutes of the Southeastern Chapter  
of the  
Building Commissioning Association, Inc.**  
[www.bcxa.org/southeast](http://www.bcxa.org/southeast)

Mr. Robin Smith, Chapter President, called the meeting of the Southeastern Chapter of the Building Commissioning Association, Inc. to order at 3:50 PM, August 12, 2003, at the McKimmon Conference and Training Center, North Carolina State University, Raleigh, North Carolina.

1. Mr. Smith asked that the chapter recognize the efforts of the presenters and members who volunteered their time and efforts in putting on the just completed training sessions. He especially recognized and thanked Mr. Carl Lundstrom who organized the effort and provided the event and made it the success it was.
2. Mr. Smith asked the membership for agreement with his proposal to allow any non-members who attended the training conference who decided to join the national association and provided verification of their membership to receive credit for the \$50 difference in attendance fees towards their local chapter membership. The members present agreed to Mr. Smith's proposal.
3. Mr. Smith asked that any members or attendees of the conference who wished to offer comments or feedback contact him, or any of the Chapter officers.
4. Mr. Smith announced to the membership that the upcoming 2004 PECI National Building Commissioning Conference was to be held in Atlanta, with Emory University acting as the host organization. The PECI organizers are holding a planning meeting at 7:30 AM, Thursday, August 14, 2003, at the Emory Conference Center. Interested Chapter members are invited to attend to assist in the planning process.
5. Mr. Smith announced that, because of a number of events arising from the proposed modifications to the Chapter's bylaws, as described in the letter sent to the membership, he was tabling his proposed modifications at this time.
6. Mr. Carl Lundstrom presented a brief Treasurer's report. In summary, the Chapter has a current balance of \$5,227.92. Expenses for the just completed conference are expected to total approximately \$4,000. The Chapter's major expense, other than the conference, has been \$500 for our booth at the recent GAPPa convention.
7. Mr. Rees reported that all official minutes of the Chapter and Board of Director meetings have been, and will continue to be posted on the Chapter's website. A request was made by the membership that a notification be sent to the membership whenever an official document was posted. It was agreed that an e-mail notice would be sent whenever documents were/are posted.

8. Mr. Smith announced that, in accordance with the Chapter's Bylaws, approximately ½ of the Board of Directors are to be elected each year. To accomplish this, three of the initial Board of Directors, chosen by lot, are serving one year terms which are this year. Mr. Hank Henley, Mr. Jonathon Clay, and Mr. J.R. Anderson's terms are ending this year. To begin the election process, Mr. Smith asked the membership for nominations for these Director positions. The membership nominated the following members for these Board positions:

Mr. Kimball Peed  
Mr. Marc Lebrun  
Mr. Jim Magee  
Mr. Jonathon Clay  
Mr. John Gromos  
Mr. Mike Koenig

With these six nominations provide the allowed two times the number of open positions and all nominated, being present, agreeing to serve if elected, and the acceptance of these nominations by the membership, the nomination process was closed. The election of Directors will be done by ballot at the Chapter's annual meeting in November. Details of the election process will be distributed to the membership.

9. Mr. Jim McGhee announced that he was the Chairman of the national organization's Chapter Relations Committee and asked for volunteers from the Chapter to assist in the committee's efforts. He also asked that the Chapter name an official liaison to the committee. Mr. Smith promised the Board would address this request and encouraged the Chapter members interested in assisting Mr. McGhee to contact him.
10. There being no further business of the Chapter, Mr. Smith adjourned the meeting at 4:15 PM and again thanked all who participated in the training session and invited them to continue to be involved in the Chapter's activities.

Respectfully submitted,



Chapter Secretary