

**Minutes of the Southeastern Chapter
of the
Building Commissioning Association, Inc.**

Mr. Robin Smith, Chapter President, called the meeting of the Southeastern Chapter of the Building Commissioning Association, Inc. to order at 9:05 AM, September 24, 2002, at the Bryant Conference Center, the University of Alabama, Tuscaloosa, Alabama.

1. Mr. Smith requested that the meeting attendees each stand and introduce themselves. Following the introductions, Mr. Smith welcomed all to the second Chapter meeting and gave a brief introductory address to the group. The theme of Mr. Smith's remarks was that this Chapter was organized to "make a difference" in the way the construction process operated in the region. To accomplish this, the Chapter would work to become a resource for the practioners and users of commissioning service in the region and become a recognized source of information on the commissioning process.
2. The Chapter's business meeting began with Mr. Rees, Chapter Secretary asking for and receiving a motion that the minutes of the first Chapter meeting, as published on the Chapter web site and distributed at this meeting be accepted by the membership. There being no corrections, this motion was passed.
3. Mr. Lundstrom provided a brief Treasurer's report. In summary, the Chapter has collected receipts of \$7,500 and paid expenses, mostly related to meeting expenses and incorporation and legal fees, of \$4,643.30. As of the date of the meeting, the Chapter account had a positive balance of \$2,856.70.
4. Mr. Smith called for committee reports.
 - a. Administration Chair, Mr. Jay Enck reported that the Chapter's annual meeting had been tentatively scheduled for November 19, at the Georgia Institute of Technology campus, in Atlanta, Georgia. This meeting is scheduled for 3:00 to 7:00 PM that day. Details of the meeting will be distributed in the meeting announcement and on the web site as soon as arrangements are finalized. Mr.

Owners, Providers, and Contractors. Those with specific requests or wishing to assist should contact Mr. Lundstrom.

- d. Communications Chair Ms. Betty Hearn described her plans for a regular Chapter newsletter. In support of this effort she solicited volunteers to assist in the production of the newsletter and the development of Chapter publicity materials.
5. Mr. Smith called on Mr. Rees to describe the voting procedures for the upcoming elections for the vacant Chapter Board of Director positions. Mr. Rees explained that, according to the Chapter By-Laws, the Chapter Board is comprised of seven (7) members. At present, two of these positions are vacant and, as required by the By-Laws, the Chapter would be conducting an election at the November meeting to fill these positions. All members as of the November meeting would be eligible to vote in the election. Each member is entitled to one vote for each vacant position. The votes will be tallied and the vacant board positions filled by the nominees who receive the most votes, until all vacant positions are filled. As our membership may not all be able to attend the November election meeting, members may vote by mail. Official ballots will be made available to all members. Mark your choices on this form and place it in a sealed, UNMARKED envelope. Take this envelope and place it inside a second envelope and mail to:

Jeff Rees
SERBCA Secretary
C/O Newcomb & Boyd
303 Peachtree Center Avenue, NE
Suite 525
Atlanta, GA 30303

All mail votes received will be kept confidential and the ballots will be opened and tallied with those cast at the November meeting.

6. Mr. Rees then opened the floor for nominations for the two vacant Board of Director positions.
 - a. Ms. Marilyn Smith nominated Mr. Hank Henley. The nomination was seconded.
 - b. Mr. J. R. Anderson nominated Mr. Jay Enck. The nomination was seconded.
 - c. Mr. Steve Wiggins nominated Ms. Paula Marques. The nomination was seconded.
 - d. Mr. Ken Baggett nominated Ms. Marilyn Nehring. The nomination was seconded.

As this brought the number of nominees to the By-Laws limit of two times the number of open positions and all nominated, being present, agreed to serve if elected, the nominations were closed.

7. Mr. Michel Weiss, the national BCA President and a member of the Chapter gave a brief presentation of national activities and issues. Mr. Weiss emphasized five major items:

- a. The national organization is establishing an “accelerated apprenticeship” program to train and bring to market qualified providers of commissioning services. Under this program, interns will undergo a six-month intensive training program with a BCA commissioning services provider. BCA will provide a “paid stipend” during this training period. The program is being funded by the Northwest Energy alliance and is expected to begin operation in the Spring of 2003.
 - b. The national BCA organization has been asked to become a part of the New Building Institute’s effort to develop policy and code guidelines for “advanced” buildings. This effort is expected to begin in October of 2002.
 - c. ASHRAE is developing a new Guideline 0 and Guideline 1 for the commissioning process. A draft is available for public comments, with the review period ending September 23, 2002. The national organization encourages all to review this document and to provide ASHRAE with their input for the development of the final document.
 - d. The national organization is holding its elections in November. Members seeking positions on the Board are Ms. Gretchen Coleman, Mr. Michael Weiss, Mr. Rick Cassault, and Mr. Mike English. BCA members are encouraged to vote for the candidates of their choice.
 - e. The national organization has signed a contract with the John Knapp organization for the next step in the development of a certification program. It is the goal of this effort to have a beta version of the program ready by the national meeting in the Spring of 2003. The program will be submitted for review to multiple providers across the country. As envisioned, this certification program will be open to anyone who meets its criteria. The program will require a continuing education effort to maintain the certification.
8. Ms. Paula Marques and Mr. Eddie Ellis of the University of Alabama presented an overview of the University’s commissioning program and shared some of their experiences and success stories with the group.
 9. There being no further business of the Chapter, Mr. Smith adjourned the meeting at 11:25 AM, and invited those present to the luncheon at the Bryant Conference Center.
 10. Following the lunch break, the Education Committee conducted training programs for Owners, Contractors, and Commissioning Service Providers.

Respectfully submitted,

Secretary of the Meeting