

**Minutes of the Steering Committee
of the
Southeastern Chapter of the Building Commissioning Association**

The steering committee of the Southeastern Chapter of the Building Commissioning Association was held 7:30 PM, May 8, 2002, in conjunction with the national Building Commissioning Association meeting in Chicago, Illinois.

The following persons participated in this meeting:

Mr. Robin Smith
Mr. Carl Lundstrom
Mr. J. R. Anderson
Mr. Jeff Rees
Mr. Steve Wiggins
Mr. Jay Enck

Also in attendance as interested parties were:

Mr. Michael Weiss
Mr. John McFarland
Mr. Lynn Welby

1. Mr. Weiss, the national President of the Building Commissioning Association announced that the formal presentation of the Southeastern Chapter's provisional charter would be made at the national association's business meeting on May 9, 2002. The charter was contingent on the chapter's becoming incorporated, filing for tax exempt status, and commencing operations within the first year.
2. In support of these goals, Mr. Weiss recommended that the steering committee select provisional officers for the Chapter, to allow them to carry out the legal requirements of incorporation and beginning operations. As four of the five directors and incorporators selected by the steering committee were present, the following were elected to serve as the initial officers of the Chapter, as authorized by the proposed bylaws of the Chapter:

Mr. Robin Smith	President
Mr. Carl Lundstrom	Treasurer
Mr. Jeff Rees	Secretary
3. These steering committee members and initial directors of the Chapter agreed to serve in these positions for the incorporation and initial operations of the Chapter. Mr. Smith agreed to lead the incorporation effort.

4. There being no further business, upon motion made by Mr. Smith and unanimously adopted, the meeting of the steering committee of the Southeastern Chapter of the Building Commissioning Association was adjourned at 8:20 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "H. Lee", written in a cursive style.

Secretary of the Meeting