

**BCxA
Southwest Chapter
Board of Directors Meeting
November 12, 2009**

Meeting date: November 12, 2009 Started at 7:00 PM PDT
Meeting location: Sheraton Downtown Phoenix Hotel (Held during GreenBuild)

Attendees: Bradley Brooks
Kyle Lambert
Doug Chamberlin
Todd Rindlesbaker
Tom Poeling

Agenda/Discussion:

- 1. 2010 Board Goal – Create New Chapters.** There is enough momentum within the Southwest Chapter to address its biggest obstacle, its large size. It is a goal of this Board to put in place a Texas Chapter in 2010, and create a California Chapter in 2011. In order to create a new chapter, the following logistics are necessary (Guidance from the bylaws and from National BCA will be sought):
 - a.** A new chapter requires 15 members to sign the initial charter. Question arose whether a company can also sign a charter. A company membership takes care of 2 individual members. It is believed that the charter requires 15 individuals.
 - b.** BCA National will provide \$1,000 in seed money for the creation of a new chapter. This money is paid quarterly.
 - c.** Need to set up the 503c organization. The initial 503c charter is filed in the state of Nevada for the Southwest Chapter.
 - d.** Need to open a bank account, and prepare to receive dues from members.
 - e.** Need to set up insurance for new chapter.
 - f.** Need to select initial board members. There was a question on how initial elections are held for a new chapter.
- 2. New Chapter Organization.** Under the leadership of Jonathan and Kyle, they will begin of process of creating the new chapter for Texas, with the goal of establishing the chapter by NCBC (in the second quarter of 2010) . Bradley and Doug will work with David and others to set up the process for a new chapter in

- California for 2011. After some discussion on re-alignment of the chapter, the following was recommended for new chapters by 2011:
- a. **Red River Chapter.** Includes Texas and Oklahoma. (Jonathan and Kyle to develop, along with new 2010 board members from this area.)
 - b. **California/Nevada Chapter.** Includes California and Nevada. (Bradley, Doug, and David to develop, along with new 2010 board members from this area.)
 - c. **Four Corners Chapter.** Includes Utah, Colorado, Arizona and New Mexico. (Todd, Tom and Roger to develop, along with new 2010 board members from this area.)
 - d. Future expansion will require at least 4 board members for each chapter. Development of these chapter leaders will be a goal of 2010. There will also be some planning for transition of the current board.
 - e. Another concern is that the original Southwest Chapter 503c charter is held in the state of Nevada. As new chapters are created, this original charter may need to be modified. Direction from National BCA on this issue is needed.
3. **Website.** Board is talking to Star Chapter web service to revise and host our website. For a \$300 startup fee, and \$75/month, Star Chapter will update our current website to a dynamic type site, and will host our information. Board recommended to start dialogue with Star Chapter, but to table decisions on going forward until the new board is put in place in 2010.
4. **Treasurer's Report.** Todd presented the Treasurer's report for 2009:
- a. **Revenue:** \$8,275 (actual); \$4,500 (budgeted)
 - b. **Balance:** \$14,071.85 (January 2009), \$19,287.19 (November 2009)
 - c. National BCA board expects that some of the Southwest Chapter officers attend the annual BCA board retreat. Todd will budget \$2,000 to cover the expenses of 2 officers.
5. **Meeting Frequency for 2010.** Board is planning to get to the point of holding quarterly meetings in 2010. Texas would like to rotate meetings between Dallas, Houston, Austin, and San Antonio. California would like to rotate meetings between San Francisco, Los Angeles, San Diego, Sacramento, and Las Vegas. Four Corners would like to set up meetings eventually in Salt Lake City, Denver, Phoenix, and Albuquerque. For 2010, the following meeting schedule is proposed:
- a. **1st Quarter.** Hold conference calls as development of new charters in Texas are underway during this period.

- b. 2nd Quarter.** Hold meeting with all Southwest Chapter members at NCBC.
- c. 3rd Quarter.** Hold a separate chapter meeting in Dallas (Red River), Southern California site (Calif/Nevada), and Denver (Four Corners).
- d. 4th Quarter.** Hold a separate chapter meeting in Houston (Red River), Northern California site (Calif/Nevada), and Salt Lake City (Four Corners).
- e.** Treasurer should adjust 2010 budgets for this level of activity, and for an increased level of membership to offset those increased costs.
- f.** Board members should start to discuss topics for meetings in initial meetings next year. Topics such as Cx/EBCx Standards, Cx/EBCx Best Practices, Membership Development, Training, and Technical Issues are possible issues to consider.

Meeting was adjourned at 8:00 pm.