

**BCxA
Southwest Chapter
Board of Directors Meeting
February 18, 2010**

Meeting date: February 18, 2010 Started at 10:00 PM PST
Conference Call: 866-502-8312

Attendees: Doug Chamberlin
Bradley Brooks
David Jump
Steve Auschuler
Todd Rindlesbaker
Tom Poeling
Jonathan Vaughn (Regional Representative)

Agenda/Discussion:

1. **Leadership Conference.** Attended by Doug, Kyle, Todd and Jonathan. Minutes from the conference were received by Jonathan. Jonathan will send the minutes to the rest of the board. It was a 2 day conference held in San Antonio. This is the second annual leadership conference. Topics included:
 - a. Discussion of challenges of the different regions.
 - b. Discussions about how to increase membership.
 - c. The main goal for 2010 was to create a Strategic Action Plan (5 year look ahead). Strategies included:
 - i. Education
 1. Educate industry, providers, students
 2. Using local meetings as a tool. BCA wants to do quarterly meetings (spring, summer, fall). SW Chapter is considering having 3 different meetings in 3 different locations (Texas, California, Rocky Mountain).
 3. Leverage existing Cx presentations to reach local markets.
 - ii. Best Practices
 - iii. Promotion of Cx in the industry
 - iv. Outreach of BCA to non-members (marketing)

2. **Local meetings.** For the benefit of membership. Topics should be of interest to our members (education, best practices, outreach, promotion). Questions include: What is the length of the meetings? What are the costs associated? What is the audience? Other issues:
 - a. Need to determine how often to hold meetings. Goal would be to hold meeting in spring, summer, and fall. First round of meetings would occur to coincide with NCBC in May. Other rounds of meetings to follow in August and November timeframes.
 - b. Need to determine how to structure. How do we hold the meetings? How to get outside involvement?
 - i. **Webinars.** Does BCA/PECI have IT resources for holding webinars? How could the SW Chapter tap those resources, set up webinars for our members, and then promote it?
 - ii. **Lunch and learns.** Hold a 90 to 120 minute meeting on a technical topic, and include BCA outreach information.
 - iii. Create **technical conferences** (1/2 day or full day) including a “call for papers” and provide multiple presentations for technical subject matter (controls, building envelope, etc.).
 - iv. Consider doing these technical conferences instead of the BCA Expo conference, which will not be held this year. Fall regional conferences/events for BCA are needed, much like regional ASHRAE or USGBC conferences. *No official decision has been made about BCA Expo 2010 at this time. There are discussions to hold a special BCA event (or forum) the day before NCBC.*
 - v. **BCA Forums** – working sessions for committees. Consider holding initial meetings for BCA members, then drill down into regional chapter meetings (Southwest chapter, then to local regions).
 - c. Need to determine where to hold meeting? Consider the May meeting in Chicago for NCBC. Then hold 2 regional meetings in 2010 in Texas (Dallas, Houston, Austin, etc.), in California (San Francisco, LA, Sacramento, Las Vegas, etc.), and Rocky Mountain (Denver, Salt Lake, Phoenix, Albuquerque, etc.). Are the meetings to be held at Cx providers offices, owners venues, hotels, etc.?
 - d. How to fund meetings? Consider price breaks for BCA members, price break for guests, or adding sponsors (BCA firms)?
 - e. Need to determine content. BCA has created presentations in the past. What BCA presentations are “shovel ready”?
 - i. Cx requirements for LEED (approved by USGBC for CEU credit)

- ii. Commissioning 101
 - iii. Existing building Cx best practices
 - iv. Owner project requirements (ASHRAE Guideline 0/1)
 - v. Building envelope Cx (Guideline 3)
 - vi. Train the trainers to give BCA presentations.
 - vii. Approach for NCBC would be to hold meeting for SW Chapter leadership on training for 2 summer/fall meeting topics, and on logistics for the those meetings.**
- f. NCBC would be the first meeting opportunity. NCBC to be held on May 25 and 26. Chapter meeting could be held on the afternoon of the 24th. An example would be for InterInternational to meet from 9 am to 1 pm, Southwest Chapter from 1 pm to 3 pm.,and individual regions (Texas, California, Rocky Mountain) to meet from 3 pm to 5 pm. *Jonathan Vaughan will get an update at the International Board of Directors meeting to be held next week to determine if there will be any nationally organized BCA event on the 24th.*
- g. Jonathan will talk to BCA committees about how meetings will occur on the 24th. He wants to make sure that chapter meetings are included in the discussion.
3. **Texas Chapter.** Intent is to create a Texas chapter this year. Texas chapter leadership is in the process of collecting signatures for its charter. International board will approve provisional charter later this year.
- a. Impact on how Texas succession on dues. Dues currently being collected for 2010 will all be given to Southwest Chapter. \$1,000 seed money from International Chapter will be provided at that time.
 - b. **Provisional period.** Texas will need to create own bylaws, elect its board members, and get organized.
 - c. **Permanent chapter.** Goal to be in place by the end of the year. Once permanent chapter is established, chapter dues in Texas area will be collected and given directly to the Texas chapter (not the SW Chapter).
 - d. Todd projected a \$1,500 loss from Texas chapter members in 2010 budget. In reality, those Texas chapter dues will still be given to SW Chapter until permanent chapter is established.
4. **By-laws.** David sent the Word format to Brad. No new action at this time. As a reminder, these are the issues in the bylaws that need to be edited.
- a. Better definition of the board alternate.

- b. Purpose of organization as defined in the bylaws is different than the charter. This should be addressed.
 - c. Definition of Treasurer duty, and the need for Treasurer/President signatures should be better defined.
5. **SERBCA.** SERBCA is posting their contact information of their members on their website. There is a concern about contact information going through chapter website, not through BCA website. Driven by owner's desires to get contact information. Established a task force to work through this issue and give future direction.

As a separate discussion, to poll the SW BOD:

- 1. Is this as an issue that the International Board should be concerned about? If so, why.
 - 2. Do you see an advantage for the SW Region to post contact information of SW membership for the general public?
 - a. To your knowledge, are there any examples of other organizations or associations that post membership contact info that can be viewed without becoming a paid member?
6. **Website.** Todd will resend information on Star Chapter web service to board members. No new action. The board needs to schedule a demonstration from Star Chapter. Please schedule the website demonstration from 10:30 am to 11:00 am on 3/11/10 to coincide with next board meeting.

Next meeting is scheduled for 3/11/10 at 10 am PST. Topics for next meeting include changes to by-laws, website demonstration, and additional discussion on local chapter meeting promotion and meetings with a goal to have a strong agenda to discuss at our NCBC SW Chapter meeting.

Meeting was adjourned at 11:05 pm.