

**BCxA
Southwest Chapter
Board of Directors Meeting
May 24, 2010**

Meeting date: May 24, 2010 Started at 10:00 PM PST
Conference Call: 866-579-8110, Passcode: 343492

Attendees: Doug Chamberlin (Board Member - President)
Jonathan Vaughn (Regional Representative)
Todd Rindlisbaker (Board Member - Treasurer)
Tom Poeling (Board Member - Secretary)
Steve Alschuler (Board Member – Vice President)
Mike Lackey
Craig Studer
Steve Bennett
David Fielder
Ed Faircloth
John Beck

Agenda/Discussion:

1. Chapter Update.

- Texas Chapter was approved as a provisional chapter this morning by the International Board of Directors. Current BCA members within Texas are automatically considered to be in Texas Chapter. Oklahoma members are currently in Southwest Chapter.
- Board is researching how to handle **member dues**. Southwest Chapter will continue to receive 2010 dues already allocated. Any new member that comes on board from Texas will start to pay dues into the Texas Chapter.
- Chapter needs to get permanent charter (by-laws, 503c status, bank account) by December 2010. In 2011, new Texas member dues will go to Texas. SW Chapter budgets need to reflect this.
- Board for Southwest Chapter remains in effect. In next few months, Texas chapter will need to create their board. Chapter leadership is planning to hold elections within the next 30 days.
- California/Nevada Chapter is planning to form their own chapter in 2011. Doug, David Jump, and Bradley Brooks will meet in June to discuss timeframe.

2. Communications – Web Site.

- SW board has reviewed two different websites for better communication within our chapter – the existing BCA website and Star Chapter.
- Current platform does not seem to be updated frequently enough.
- Star Chapter will allow different pages for the Southwest Chapter and subcomponents (Texas, California, Four Corners)
- Ed Faircloth expressed his concerns about the content of the website. Any new website needs to be coordinated with the International Board. Ed did encourage the SW Board to move forward.
- **Would BCA be interested in using Star for other chapters?** Jonathan will speak to BCA (Catherine and Liz) about website protocol issues. We would like to speak with them about the opportunity to expand the web site to other chapters.
- **Timing.** Do we move forward now with just the Southwest Chapter web site, or do we try to pull other chapters into the page, which could delay roll out? It was encouraged for the Southwest Chapter to start the process now. We use this as a pilot program and present to the International Board for their consideration at a later date.
- **Motion.** Proceed with Star Chapter to create the Southwest Chapter web site, using the merchant account. **Motion was seconded and passed.** Todd and Kyle will start to work with Star Chapter to get the web site put in place.

3. Communications Director.

- **Role.** Manage the data flow to the SW Chapter website. As Todd and Kyle work with Star Chapter, the role will be better defined.
- There are currently two volunteers for the position. Preference would be to use both and focus on different parts of the web site. As we grow into 3 separate chapters, we encourage different volunteers to assist with each regional chapter.

4. Meetings.

- Steve Alschuler is point person for setting up a meeting at the national ASHRAE meeting.
- BCA is not having a booth (this event does not include exhibits). Brian Welsh is presenting on commissioning during the ASHRAE meeting. We should try to set the BCA meeting around the same time as Brian's presentation.

- Recommendation would be to do the meeting during the early part of the conference, not the end, for better attendance. Big events are Saturday and Sunday.
- Concern is to pull together a meeting within a month. Steve will need to pull together a plan and get board approval well before the meeting occurs.
- Could we compress the event into a one hour (evening) meeting during the conference? Need to research with Liz to find out the right time slot to avoid competition with other events.
- Steve has 2 part presentation on DDC controls and commissioning. He will put together a recommended agenda by mid week and email to the Board.

5. Late Summer Meeting.

- Would occur around mid September. This would be a BCA function that we would invite participants from other organizations.
- Focus on an educational theme. Encourage collaboration with USGBC, BOMA, ASHRAE, AEE, and other associations to invite and reach members of other associations. Try to get advertising from other organizations, especially because this presentation provides CEUs for LEED.
- Emphasis should be on bringing in potential new members.
- Consider using the same presentation for different areas. Hold the meeting simultaneously in areas such as Dallas, Houston, San Fran, Los Angeles, Denver, and Salt Lake City.
- The Cx 101 presentation available from BCA is a 4 hour presentation, which would fit well within the desired timeframe.
- We would need to put together a session to “Train the Trainers”. Craig/John Beck – Los Angeles, Kyle – Dallas, Jonathan – coordinate in Houston area, Mike would help with San Antonio/Austin area. Todd will coordinate with Salt Lake City, and Tom will coordinate in the Denver area.
- Presentation could be used for continuing education credits for USGBC members. Local POCs would be required to work with the local USGBC chapters to advertise the event.
- Tom will talk to Carl Lundstrom about obtaining the presentation and setting up a training session for interested trainers.

- Tom will talk to Carl about how the training would filter down to other training team members.

6. Winter Meeting.

- To be held in the early November timeframe.
- Initially was planned as a 4 to 5 hour meeting with a theme for a technical conference. Plan would be to use a “Call for Presentations” and have 3-4 presenters participate.
- Meetings could occur in 3 main areas – Texas, California, and Four Corners.
- There was concern expressed about doing two larger 4-hour technical presentations back to back this fall.
- The goal for fall meeting should be for planning for 2011.
- Consider having an evening meeting, a one-hour presentation, and get more member participation. Similar to what was done at GreenBuild 2009 – which was a presentation on status for LEED Cx 2009.
- Need to start momentum for regular quarterly meetings at local level.
- California and Four Corners should use this meeting to pull together local members and plan.
- Need to push for membership enrollment over the summer. Need direction from International BCA, can we offer pro-rated dues for members that come on board later in the year?

7. Feedback from Members.

- Still need to push for meetings and momentum at local level.

Next meeting is scheduled for June would be on 6/23/10 at 10 am PST.

Meeting was adjourned at 12:00 pm.