

**BCxA  
Southwest Chapter  
Board of Directors Meeting  
May 6, 2010**

**Meeting date:** May 6, 2010 Started at 10:00 PM PST  
**Conference Call:** 866-579-8110, Passcode: 343492

**Attendees:** Doug Chamberlin  
David Jump  
Jonathan Vaughn  
Steve Auschuler  
Todd Rindlisbaker  
Tom Poeling

**Agenda/Discussion:**

**1. Interest in NCBC versus ASHRAE/Other Meetings.**

- a. BCA Day (5/24) – BCA National committees meet from 8 to 9:30 am. Chapters will meet 10 am to 11:30 am. Chapter members need to register on the website if they plan to attend.
- b. (Jonathan) BCA is making final arrangements for additional conference room for Southwest Chapter. BCA is checking on phone line arrangements. Catherine indicated that a phone line can be added for a \$100 charge. **Doug** will request that the phone be added to the room.
- c. **Doug** will put together an agenda for the Chapter meeting.
- d. Doug will send an email to chapter members about the meeting. Doug would like to open up to other chapter members through a conference call. **We will need to set up a call-in number for 10 am for members that would like to join the meeting from off site.**
- e. Is it worthwhile to set up a webinar for members off site to follow? **Doug** will put together initial simple Powerpoint presentation, and will send to BOD members for comment. **Doug** will put together GoTo Meeting.

- 2. SW Chapter sponsorship.** Per BCA National, the range of donations is between a few hundred dollars up to a couple thousand. We will donate a minimum of \$400 for Kyle, Brad, Steve, and David who are unable to attend. Southwest Chapter will also re-imburse \$250 per BOD member that attends the conference. **Motion: Reimburse the 3 board members (Doug, Todd, Tom) and Jonathan (BCA regional rep) at \$250 each. Plus Southwest Chapter will donate \$500**

- to BCA National for BCA Day.** Motion passed. Todd will cut a check to BCA National.
3. **Texas Chapter.** No new status on Texas Chapter creation.
  4. **By-laws.** Discussion was tabled.
  5. **Star Chapter Website Demo.** Here are updates from questions from past meeting.
    - a. **Do other BCA chapters use this?** No other chapters are currently using this service.
    - a. **Can we break the website into our 3 chapters into one website?** Unknown. **Todd** will follow up.
    - b. **How long is the time commitment to the website?** Unknown. **Todd** will follow up.
    - b. **Can BCA merchant account be used?** BCA National did not think this would be an issue?
  6. **Communications Director.** Should SW Chapter assign a director that would make sure that web sites be maintained? Who has time to maintain web communications?
    - a. **Doug** will advertise for this position, and see if anyone would like to volunteer for it. Need to create a position description.
    - b. What skill set would we be looking for? If we find an IT person, then we can pursue a standard website. If a communication director is non-technical, then using Star Chapter makes more sense.
    - c. Consider paying a part time position through an honorarium. Consider paying a few hours per month for an IT or administration person to do the work under the oversight of the Communication Director.
    - d. Do we need to create this position in our by-laws?
    - e. Most BOD members are in favor of going forward with Star Chapter, but we would like to get the answers in Section 5 above first. Then we can make a final decision at the May 24<sup>th</sup> meeting.

**Next meeting is scheduled for BCA Day on 5/24/10 at 10 am CST (Chicago Time).** Agenda and invitation will follow from Doug soon. Tentative meeting in June would be on 6/23/10 at 10 am PST.

Meeting was adjourned at 11:00 pm.