Introductions
Grant Duhon, CCC Board Chair, welcomed everyone.

Meeting Our Strategic Goals: What We’ve Done and Where We’re Going
At the last meeting, Ed Becker requested that a gap analysis be completed so that we can make sure our next priorities make sense in light of what has already been completed in California. The strategic plan outlines five goals: improve market perceptions of commissioning, address the economic drivers for commissioning, target commissioning for specific market segments, strengthen California’s commissioning infrastructure, and expand market intelligence for the commissioning industry. In this presentation, Amanda Potter revisited the performance indicators for each goal. For each performance indicator she outlined related commissioning projects completed in California. Her presentation is attached.

Next CCC Priorities
Phil Welker led a discussion on next CCC priorities. Below is the list of next priorities with a short summary of the expected scope of work:

Demonstration Projects and Case Studies
Several demonstration projects have already been completed in California. This project will involve identifying best candidates for case studies, developing a standard format for the case studies and developing standardized case studies based on demonstration project reports. Case studies will be marketing case studies.

Commissioning Provider Qualifications
The CCC will establish a list of preferred characteristics and qualifications for commissioning providers that will be posted on the CCC website. This project will also
involve researching commissioning provider certification programs and identifying which programs meet the CCC list of qualifications.

**Update and Maintain Website**
The CCC will expand and possibly reorganize the website to provide maximum utility to users.

**Persistence Study**
The CCC will develop an analytical framework for studying the persistence of commissioning benefits. This framework will outline the data that needs to be collected in order to study commissioning benefits, how the Commissioning Case Study Database will be used to collect this data, and how the data will be analyzed to assess whether commissioning has persisted.

**RCx Screening Tool**
Building owners in California need guidance on which of their buildings are the best candidates for retrocommissioning. In an effort to address this need, the CCC will study existing building screening tools in the marketplace and develop a standardized building screening tool. The CCC advisory board will discuss whether this tool should be expanded to guide owners on how to address all of their existing buildings.

**Model of California Commissioning Market**
The goals and scope of this project have not been determined.

**Cx Outreach Project Update**
The on-line library of Cx-related products and on-line news brief application were completed in January and the first e-newsletter was sent to stakeholders, advisory board members and the general CCC mailing list in January. The library can be found at [www.cacx.org/library/](http://www.cacx.org/library/) and the newsbriefs can be found at [www.cacx.org/news/](http://www.cacx.org/news/). In the acceptance testing part of the project, the following tasks have been completed: sample test procedures for each of the acceptance requirements, the test procedure “At-A-Glance” forms, test plan, results of alpha testing and field evaluation/comments form.

**FEMP Training Needs Project Update**
The FEMP project has two phases. Phase one has just began and has two tasks. In Task 1, at least four Federal buildings that have been commissioned will be identified for input in the Cx database. In task 2, a telephone survey will be conducted to assess training needs for various market players. Phase 2 involves three tasks. In Task 1, the training needs survey will be used as well as research on training programs across the nation to develop a training strategy for California. In Task 2, training for Federal facility staff will be coordinated and in Task 3 4 buildings will be entered into the Cx database and 2 marketing case studies developed.

**Update on 501-C3 Status**
Federal and California State applications for 501-C3 status were filed in early February. It is expected that it will take about 3 months for both applications to be approved.
Greg Ander raised several changes to the Bylaws and Management Agreement. Both documents are attached with proposed changes shown with track changes.

**Update on CHPS Cx Charette**
The CHPS Cx Charette will take place on April 6th in Irwindale, CA. The agenda for the day was discussed at the CCC meeting. Anyone interested in presenting was asked to contact Amanda Potter.

**Statewide Cx Conference**
Phil Welker discussed the possibility of having a statewide commissioning conference. He proposed that the conference be directed at owners. Several options were discussed. The conference could be one conference for owners all over California (preferably in a resort), 3 smaller conferences, held throughout California, or a half day event after a BOMA conference. SCE, PG&E, SMUD and LA County are all interested in supporting this event. CHPS, LEED and the new acceptance testing requirements were all suggested as good hooks for bringing people to the conference. Early 2005 was discussed as a good time for the conference.

**Announcements**
1. The STAC Proposal, Building Commissioning: Innovation to Practice, was accepted by the Department of Energy. The program is directed at overcoming owner and industry barriers to commissioning through the development and initial market application of innovative, yet practical functional and performance testing and diagnostic tools and trainings. It is being co-funded by the Department of Energy, the California Energy Commission, the New York Energy Research and Development Authority, the Texas Engineering Experiment Station, the University of Nebraska – Lincoln, and the Oregon Department of Energy.
2. The USGBC conference in Portland in November will be a great opportunity for CCC to put together a poster session.
3. LBNL is undertaking a study on the costs and benefits of commissioning, with PECI and Texas A&M. She will be circulating a formal request for data for the project to CCC advisory board members.

**Action Items**
1. Revise scopes for next projects (PECI)
2. Revise Bylaws and Management Agreement (PECI)
3. Draft white paper on Statewide Cx Conference (PECI)