



# WHPA CHARTERING COMMITTEE MEETING

December 6, 2017 (11:00am – 12:00pm PST)

## AGENDA

1. Roll Call
2. Chair's Opening Comments
3. WHPA Vision, Mission & Overarching Goals Finalization for Bylaws Translation
4. Draft Bylaws & Articles of Incorporation Review & Development Discussion
5. Next Steps
6. Adjournment by 12:30pm

**Note:** Chartering Committee Minute Minutes will be emailed for review and stated vote approval post meetings.



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Announce yourself and organization when speaking.

**Mute when not speaking.**

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## ◀ ROLL CALL (Invitees)

WHPA Staff, Wendy Worrell (5 min)

- ASHRAE – Ron Jarnagin
- CALBO – Bob Barks
- IHACI – Bob Wiseman
- JCEEP – **David Dias (CHAIR)**
- NCI – Mel Johnson
- SynergyNexGen – Barbara Hernesman
  
- **WHPA Staff** – Mark Lowry (WHPA Transition Lead)  
Wendy Worrell (Committee Staff Support)  
Judy Johnson (Work Product Development)



# Chair's Opening Comments

Chair David Dias (JCEEP) – (5 min)

## ► Agenda Overview

- 1) **Roll Call of Voting Members** – Wendy Worrell (WHPA Staff, InfoPlast) – 5 min
- 2) **Chair's Opening Comments** - Chair (David Dias, JCEEP) – 5 min
  - a. Transition Timeline Update Overview
- 3) **WHPA Vision, Mission & Overarching Goals Finalization for Bylaws Translation** – Chair (David Dias, JCEEP) - 30 min  
*Live Edits – Judy Johnson (WHPA Staff, Key SEO)*
- 4) **Draft Bylaws and Articles of Incorporation Review and Development Discussion** – Mark Lowry, WHPA Staff, BBI) – 45 min  
*Live Edits – Judy Johnson (WHPA Staff, Key SEO)*
  - a. Includes Discussion of Suggested Membership Category Reconfiguration based on the December 1<sup>st</sup> HSES Decision to “reduce the number of membership categories, reduce the number of IOU seats, and give each organization one vote.”
- 5) **Next Steps** – Chair (David Dias, JCEEP) - 5 min
  - a. Next Meeting (Proposed Options): Tuesday, December 12, 2017
    1. Either from 10:00am – 11:30am PST
    2. Or from 3:30pm – 5:00pm PST
  - b. Next Agenda (Expected):
    - i. Bylaws Review and Discussion
    - ii. Articles of Incorporation Development
- 6) **Adjournment** by 12:30pm PST – Chair (David Dias, JCEEP)

# Chair's Opening Comments

Chair David Dias (JCEEP) – (5 min)

## ▶ Transition Timeline Update Overview

### ◦ Dec 8<sup>th</sup>: HSES Committee Meeting

- Chartering Committee Draft Documents Review & Next Steps Update; Scoping Development (Membership Categories, Board of Directors, and Officers of the Corporation)

### ◦ Dec 12<sup>th</sup> (Proposed): Chartering Committee Mtg

- Bylaws and Articles of Incorporation Development

### ◦ Dec 13<sup>th</sup>: Executive Committee Meeting

- EC “Temperature Check” on Incorporation Work to Date

### ◦ Dec 15<sup>th</sup>: (Optional) HSES Committee Meeting

- Incorporation Document Vetting

### ◦ Dec 20<sup>th</sup>: Special Executive Committee Meeting

- Approval of Incorporation Documents; Next Steps

# ◀ WHPA Vision, Mission & Overarching Goals Finalization

Chair, David Dias (JCEEP) – (30 min)

## ▶ Revised Version Review and Updates

- **Bylaws Translation Needs**
  - Vision
  - Mission
  - Overarching Goals
- **Live edits onscreen during meeting –**  
*Judy Johnson (WHPA Staff – Key SEO)*



# ◀ Draft Bylaws & Articles of Incorporation

WHPA Staff, Mark Lowry (BBI) – (45 min)

## ▶ Review and Development Discussion

- **Includes Discussion of Suggested Membership Category Reconfiguration**
  - **Dec 1<sup>st</sup> HSES Decision:** “Reduce the number of membership categories, reduce the number of IOU seats, and give each organization one vote.”
- **Live edits onscreen during meeting –**  
*Judy Johnson (WHPA Staff – Key SEO)*



## Next Steps

Chair, David Dias (JCEEP) – (5 min)

### ▶ Next Meeting(s):

- PROPOSED: Tuesday, December 12, 2017
- 10:00am – 11:30am PST – OR –
- 3:30pm – 5:00pm PST

### ▶ Next Agenda(s) to include:

- Bylaws Review and Discussion
- Articles of Incorporation Development
- Other (As Needed)





## Meeting Close

Chair, David Dias (JCEEP)

- ▶ Adjourment by 12:30pm PST



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## For More Information, Contact ...

### ▶ WHPA Committee Chair

- David Dias (JCEEP)
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- 925-208-4903

### ▶ WHPA Staff

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