



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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For Telephone access:

1. Dial 1-712-775-7035
2. Enter Participant Access Code: **209130#**

Announce yourself and organization when speaking.

Mute when not speaking.

- Use *6 to take on/off mute thru teleconference line if needed

◀ 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 1st 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 8th: HSES Committee Meeting

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

◦ Dec 12th (Proposed): Chartering Committee Mtg

- Bylaws and Articles of Incorporation Development

◦ Dec 13th: Executive Committee Meeting

- EC “Temperature Check” on Incorporation Work to Date

◦ Dec 15th: (Optional) HSES Committee Meeting

- Incorporation Document Vetting

◦ Dec 20th: 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 1st 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)
- DaveD@smw104.org
- 925-208-4903

▶ WHPA Staff

- Mark Lowry (WHPA Transition Lead)
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