



ASHRAE – Boston Chapter Board of Governors
2015-2016 Plan Meeting Minutes

Meeting Dates:	June 16, 2015
Meeting Names:	2015/2016 Planning Meeting
Attendees:	Stacie Suh, Teri Shannon via conference call, Dan Diorio, Erin Popa, William Tang, Mark Leonard, Christine Reinders, Daniel Carington, Jim Liston, Justin Mole, Mike Gilroy, Andrew Krenning, Steve Tafone, Lance Brown, Joseph Dussault
Distribution:	All Chapter officers and BOG Members

Item No.	Item Description	Action/Resp./Due Date
1.0	Opening Remark Stacie Suh called meeting to order at approximately 5:30 pm	
2.0	Old Business	
2.1	Boston Chapter Member Survey Dan D- Talked about moving forward on the survey report, Stacie S- Asked summary to be put in September Newsletter Mike G – offered to create a highlight summary of the results	Mike G/ write up summary of result Deadline : 8/15/15
2.2	POAE points for 2014-2015 Dan D- Current number listed info not up to date Stacie S- discussed to chairs to update current POAE points <ul style="list-style-type: none"> ▪ Membership Promotion Min 500, Par 900, Current 550 ▪ Student Activities Min 300, Par 500, Current 1190 ▪ Research Promotion Min 800, Par 1050, Current 650 ▪ History Min 100, Par 300, Current 200 ▪ Chapter Operations Min 450, Par 850, Current 1385 ▪ CTTC Min 450, Par 1050, Current 425 ▪ GGAC Min 500, Par 650, Current 675 	
2.3	Research Promotion (RP) Teri S- discussed current RP amount raised toward goal Teri will email to update chairs, BOG, Officers with donor list	
2.4	2015 Boston Chapter Hall of Fame Bill Garvey will be officially inducted at the October 2015 meeting	
2.5	October Meeting Mike Gilroy, to reach out to speaker for October meeting and confirm topic for main meeting and tech session. Stephanie LaFontaine will receive her Member of the Year plaque at the October Meeting	
2.6	Boston Chapter Website Redesign Stacie S to talk to Steve Rosen regarding the potential for a web-based product guide. Steve Rosen to provide cost options from our current website provider for an updated website design	Steve Rosen to update Chapter regards to redesign Deadline:8/28/15
2.7	2015 Golf Outing 2015 postponed to August 3 rd	
3.0	New Business	

3.1	Introduction of 2015-2016 committee chairs; BOG, officers. <ul style="list-style-type: none"> - Stacie S. introduced President elected Will Tang, V.P. Mike Gilroy, Secretary Dan Carington and Past President Dan Diorio - Board, Chairs and Officer in attendance introduced themselves 	
3.2	YEA Weekend / September 11/13/2015 <ul style="list-style-type: none"> - Christine Reinders- discussed members attending the Leadership Weekend in Montreal, and what it involves. - Joe Dussault – YEA weekend Registration, apply for scholarship 	
3.3	Chapter Regional Conference (CRC) – Syracuse NY, August 20, 2015 Bill Garvey to register Boston Chapter attendees and book hotel rooms. Bill will send confirmations	
3.4	Product Show / Golf Erin Popa to look into Eventbrite and VerticalResponse for Golf Outing and Product Show registration and payment based on the limitations of our current Vertical Response subscription	Deadline: 8/14/15
3.5	Membership Society year coming to close Dan C. to send email to delinquent members	
3.6	Society Dues Increase to \$202 on July 1, 2015 Dan C, informed of increase	
3.7	Product Show 2016 <ul style="list-style-type: none"> - Jeff Schultz to provide outline detail of procedure, timeline and contact list for the product show - New Committee Chair for 2016, Jeff Schultz ‘retiring’, looking for volunteer. - 	Deadline: 8/28/15
3.8	Roster & Product Guide Product Guide done every two years Looking for Committee chair for Roster & product guide	
3.9	Roster & Product Guide Database Boston Chapter website <ul style="list-style-type: none"> - Buyer’s Guide / Region / Rochester Chapter website - Steve Rosen to look into website option for Product guide 	Deadline 8/28/15
3.10	Financial review <ul style="list-style-type: none"> - Bill G. provided Budget cost in detail for 2015-2016 - Stacie S. to set date for Budget meeting with Bill G. for 2015-2016 	Deadline: 8/14/15 Deadline: 8/14/15
3.11	Energy 2030: on the Road Campaign Christine Reinders, Energy 2030 on the road, will update all	As soon as available
3.12	Membership Promotional Centralized Training – Denver Daniel C. discussed, Dan D. and Bill G. does not think it’s worth spending money to attend.	
3.13	Update Bio and Pictures BOG, Chairs and Officers to provide updated picture and bio, send to Deanne Adkinson, Steve Rosen, Stacie Suh	Deadline: 8/7/15,
3.14	<ul style="list-style-type: none"> - Chapter service award Darcy Carbone to fill out information for the Chapter Service Award 	Deadline: 8/14/15
3.15	Other New Business – Chapter Chairs?	
4.0	2015-2016 Chapter Meeting Schedule	
4.1	Review of draft schedule and open dates <ul style="list-style-type: none"> - Attending BOG, Chairs and Officer reviewed schedule with Stacie S. - Mark L. send meeting schedule draft for review. Send out final meeting schedule by August 3, 2015. - Steve T. to do Refrigeration Tech session presentation in November 10 meeting 	Deadline: 8/3/15 Deadline: 9/4/15 or earlier

4.2	Potential meeting in Boston <ul style="list-style-type: none"> - Mark L. to provide Analysis of the cost to have meeting in Boston and potential dates - Mark L. to reach out to speakers for main meeting and tech session 	Deadline: 8/28/15
4.3	DL Speakers Mike G DL Speaker entry	
4.4	Meeting Sponsorships Stacie S. to find out if we can have sponsors for meetings	Deadline: 8/28/15
4.5	Chapter Dues Will T. to investigate chapter dues for the other Region I chapters to determine if an increase to \$50 is appropriate	
4.6	September Tour update Andrew Krenning to update on TD Garden Tour price and presentation, etc.	Deadline: 8/10/15
4.7	Special Nights Designations were reviewed within the schedule	
4.8	Potential Brewery Tour Mike G, Brewery Tour in April 2016. Mark L to follow up with Mike G	Deadline: 8/28/15
5.0	Adjournment Meeting adjourned at 6:55 PM - Dan D. motioned, Christine R. seconded	.