



**ASHRAE – Boston Chapter (ABC) Board of Governors
Meeting Agenda**

Date:	Jan. 13, 2016
Name:	January Board of Governors Meeting
Attendees:	Will Cunningham, Steve Tafone (partial), Chris Pietrocarlo, Joe Dussault, Christine Reinders, Yuka Narrisako, Erin Popa, Dan Carington, Jim Liston, Kevin Doty, Will Tang, Mike Gilroy, Deanna Adkison, Dan Diorio, Teri Shannon, Mark Leonard

Item No.	Item Description	Action/Resp.
1.0	Opening Remarks Meeting commenced at 4:13 PM	
2.0	Old Business	
2.1	December Meeting Minutes 1) Will Tang motioned to approve December meeting minutes. Dan Diorio seconded.	
2.2	RP updates 1) No update (S. Suh not present)	
3.0	New Business	
3.1	Review Meeting Surveys 1) Approximately 20% response rate 2) September meeting received overall rating of 84% 3) October main meeting received overall rating of 87% with 10% deduction for commercialism 4) October technical session received overall rating of 78% with 35% deduction for commercialism	
3.2	Review attendance trend 1) C. Pietrocarlo noted the meeting registration fee invoice reminders are currently done via a manual process. 2) No trend of repeatable offenders not paying meeting registration fee. 3) Outstanding invoice balance of \$1200 to be invoiced and collected. 4) 75-80% of registrants actually attend meetings. 5) C. Pietrocarlo raised issue regarding registrants electing to pay with cash or check at the door and then not showing. Chapter still has to pay food expenses. Resolution unresolved.	C. Pietrocarlo to invoice members with outstanding registration fees C. Pietrocarlo to research automating the invoice process

3.3	<p>Jan. Meeting Update</p> <ol style="list-style-type: none"> 1) No 50/50 raffle for January meeting. 2) Will Tang to make announcement tonight regarding Chapter discount for Sunday River and Sugar Loaf. 3) Main meeting and technical session were each approved for 1.0 PDH. 4) Note added to PDH sign-in sheets to remind members to sign up only if they need PDH and information must be legible 	
3.4	<p>Feb. Meeting Updates</p> <ol style="list-style-type: none"> 1) Joint meeting with I2SL at Metro Meeting Center. 2) ABC to host registration for I2SL with a different URL (duplicate webpage). 3) ABC to charge I2SL members the same registration fee as ASHRAE members (\$50) in lieu of non-member rate (\$60). 4) Approximately (30) I2SL members are expected to attend. 5) Siemens to sponsor event. 6) W. Tang noted that K. Doty can modify registration per society (ASHRAE vs. I2SL). 	D. Adkison to follow up with Siemens regarding February meeting sponsorship check
3.5	<p>Chapter financial report</p> <ol style="list-style-type: none"> 1) Current account balances: BOA Main Checking = \$105,066.38, BOA CD = \$23,276.74, BOA Scholarship Checking = \$12,289.50 2) No new corporate sponsorships expected for remainder of 2016-2017 ASHRAE year. 3) ABC donated \$3,000.00 to RP to meet end of year goal of 30% 4) ABC paid Region 1 \$3,520.00 (office expense) 	
3.7	<p>2016-2017 Hall of Fame application updates</p> <ol style="list-style-type: none"> 1) M. Gilroy completed HoF application for Gene Bard. 	M. Gilroy to distribute application to BOG for approval vote in future meeting
3.8	<p>Meet the Officers, BOG and Committee Chair Social Updates</p> <ol style="list-style-type: none"> 1) M. Gilroy noted social to be held on February 9th from 5:30-8:30 PM at Kinsale. 2) Section of Kinsale bar is reserved at no cost. 3) ABC approved \$500 budget for event food. 	M. Gilroy & K. Doty to work together to distribute event invitation by 1/20/17
3.9	<p>Brewery Tour @ Nigh Shift Brewing</p> <ol style="list-style-type: none"> 1) Tour to be held on April 20th from 5:30-8:30 PM 2) M. Gilroy's contact at Night Shift is Alex Navaro 3) Private room reserved 4) Anticipated event cost to be similar to past years (~\$35 per person) 	M. Gilroy to research food trucks and provide registration fee figure
3.10	<p>Auditing committee update</p> <ol style="list-style-type: none"> 1) No update on Chapter account balance limitation 	

3.11	YEA 1) J. Dussault noted next YEA event to be held on Thursday, January 12 th at Good Life starting at 7:00 PM 2) Reserved space available at 7:30 PM																													
3.12	Golf Committee Update 1) No Update.	J. Liston to contact B. Garvey to obtain event contact list																												
3.13	Jan. PAOE update <table border="1" data-bbox="277 531 1300 804"> <tr> <td>▶ Chapter Operations</td> <td>Par: 1200</td> <td>Min Points: 600</td> <td>Total Points: 825</td> </tr> <tr> <td>▶ Chapter Technology Transfer</td> <td>Par: 1050</td> <td>Min Points: 450</td> <td>Total Points: 125</td> </tr> <tr> <td>▶ Grassroots Government Advocacy</td> <td>Par: 650</td> <td>Min Points: 500</td> <td>Total Points: 50</td> </tr> <tr> <td>▶ Historical Criteria</td> <td>Par: 300</td> <td>Min Points: 100</td> <td>Total Points: 540</td> </tr> <tr> <td>▶ Membership Promotion</td> <td>Par: 800</td> <td>Min Points: 500</td> <td>Total Points: 745</td> </tr> <tr> <td>▶ RP</td> <td>Par: 1050</td> <td>Min Points: 800</td> <td>Total Points: 800</td> </tr> <tr> <td>▶ Student Activities</td> <td>Par: 500</td> <td>Min Points: 300</td> <td>Total Points: 660</td> </tr> </table> 1) No update.	▶ Chapter Operations	Par: 1200	Min Points: 600	Total Points: 825	▶ Chapter Technology Transfer	Par: 1050	Min Points: 450	Total Points: 125	▶ Grassroots Government Advocacy	Par: 650	Min Points: 500	Total Points: 50	▶ Historical Criteria	Par: 300	Min Points: 100	Total Points: 540	▶ Membership Promotion	Par: 800	Min Points: 500	Total Points: 745	▶ RP	Par: 1050	Min Points: 800	Total Points: 800	▶ Student Activities	Par: 500	Min Points: 300	Total Points: 660	
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4.0	Other Business	Committee Chairs																												
4.1	Student Activities 1) D. Adkison sent student chapter checks to Ben Franklin (Northeastern) 2) D. Adkison inquired about status of Student Scholarship applications. M. Leonard noted that he has not received any applications to date.	M. Leonard to send editable arrangement to Eric Edman for passing of his father. Motioned steve, dan D XXX to send out email reminding people to submit student scholarship applications, W. Tang to make announcement at future meeting																												
4.2	PDH Certificates 1) M. Leonard suggested adding check box on meeting registration to request PDH in addition to manual sign-in sheet to help automate the PDH certificate distribution. All in favor.	K. Doty to add PDH sign up to online meeting registration																												
5.0	Adjournment Meeting adjourned at 5:07 PM M. Gilroy motioned, C. Reinders seconded																													