



ASHRAE – Boston Chapter (ABC) Board of Governors
Meeting Minutes

Date:	August 19, 2019
Name:	August 2019 Meeting Minutes
Attendees:	Mark Leonard, William Fischer, Liz Desmarais, Lance Brown, Gage Foley, Allison Bookstein, Willie Dawkins, Darcy Carbone, Steve Tafone, Will Tang, Nick Roth, Dan Carington, Dan Diorio, Soren Ruvolo, Amy Gebhardt, Chris Pietrocarlo, Alexander Gilman, Vineet Nair, Eric Edman, Sophia Scoon, William Cunningham
Distribution:	Attendees, BOG, Officers

Item No.	Item Description	Action/Resp.
1.0	Opening Remarks & Introductions <ol style="list-style-type: none"> 1. Introductions around the room <ul style="list-style-type: none"> - Each person in attendance gave a brief introduction to themselves and gave a fun fact. 2. Meeting overview 3. Meeting Commences at 5:30 p.m. 	M. Leonard
2.0	Old Business	
2.1	Approve May Meeting Minutes <ul style="list-style-type: none"> - May meeting minutes were approved and seconded by Eric E. 	M. Leonard
2.2	June Golf Outing Recap <ol style="list-style-type: none"> 1. Revenue ~\$45,000 2. Profit ~\$8,000 3. Outstanding dues –TBD, Alex Gilman to coordinate with Erin Popa <ul style="list-style-type: none"> - Alex and Erin to coordinate the loose ends for the money still owed for the Golf Outing. - Lessons learned with people who wanted to be involved on the Golf Outing - Tabled until next meeting (September) 	M. Leonard C. Pietrocarlo
3.0	New Business	
3.1	CRC Recap – Buffalo, NY Niagara Chapter <ol style="list-style-type: none"> 1. Attendees: <ol style="list-style-type: none"> a. Dan Carington - Delegate b. Mark Leonard - Alternate c. Will Cunningham – CTTC d. Alex Gilman – Communications, Historian (sub) e. Yuka Narisako – Student Activities f. Will Fisher – Government Affairs g. Vineet Nair – YEA (sub), RP (sub) h. Membership Promotion was not in attendance for the CRC event due to the lack of people in attendance at the CRC. 2. Talked briefly about the trip and our experiences and which meeting we attended. 3. Government Affairs (GA) <ul style="list-style-type: none"> - Review of election years, points, regional chair, Ashrae Homepage, and manual of chapter operations. 4. Student Activities <ul style="list-style-type: none"> - How can we make ASHRAE more student involved - Helping Students with resumes, technical courses, and public speaking seminars in order to help students with real world every day topics. 	M. Leonard

	<ul style="list-style-type: none"> - Donations will go up from 100\$ to 150\$ from last year. <p>5. General PAOE comments.</p> <ul style="list-style-type: none"> - June 15th is the cut off limit for PAOE points and if submitted prior to this date gives us an extra 500 points. - We got 28,000 PAOE points. - Explained what PAOE points were to new council members - Idea of using the newsletter to promote to our members about how these meetings (Board meetings) take place. - Essentially sharing with members about what goes on behind the scenes. How our monthly meetings and presenters get selected. - Telling our members how they can become officers and give them idea of what is involved. <p>6. CTTC: Chapter Technology Transfer Chair</p> <ul style="list-style-type: none"> - Setting up meetings that would inspire and bring people to our meeting - Possibly bringing together all trades to a meeting to go through the ups & downs of a project. - Possible code changes. - Reimbursements from energy companies, incentives? 	
3.2	<p>Centralized Training</p> <ol style="list-style-type: none"> 1. RP - September 6-7, Chicago IL - Deanna Adkison 2. Tabled for September Meeting 3. MP – June 4. Lucas to inquire about alternative dates for centralized training 	M. Leonard
3.3	<p>Update Bios & headshot photos</p> <ol style="list-style-type: none"> 1. Send to Alex Gilman by Friday, August 30th <ul style="list-style-type: none"> - Alex to send bios and headshots of your position chair as long as there is a position shown on the website. 	M. Leonard
3.4	<p>Boston Chapter Endowment (scholarship) Update</p> <ol style="list-style-type: none"> 1. Brief recap 2. 2018-2019 RP donations not applied towards endowment? 3. Correct during 2019-2020 RP campaign? - 	M. Leonard W. Tang
3.5	<p>Treasury Audit</p> <ol style="list-style-type: none"> 1. Required by Region I 2. 2017-2018 audit outstanding 3. 2018-2019 audit outstanding - Tabled until next meeting 	M. Leonard D. Carington
3.6	<p>Drink Sponsor</p> <ol style="list-style-type: none"> 1. Remove drink sponsor this year? - Tabled until next meeting 	M. Leonard
3.7	<p>Chapter financial report</p> <ol style="list-style-type: none"> 1. BOA Main Checking = enter dollar values, coordinate with chris 2. BOA CD = 3. Paypal Transfer = 	C.Pietrocarlo
4.0	2019-2020 Planning	
4.1	<p>Theme: Process Improvement</p> <ol style="list-style-type: none"> 1. Goals/Objectives <ol style="list-style-type: none"> a. Develop Boston Chapter Playbook document during 2019-2020 year 2. Activity Measures <ol style="list-style-type: none"> a. Develop playbook outline (in progress) b. Categorize/prioritize playbook sections to develop over the course of the year c. Current Chairs/Committees work with past Chairs/Committees to 	M. Leonard All

	<p>develop and refine content in each section</p> <ol style="list-style-type: none"> 3. Timeline <ol style="list-style-type: none"> a. Monthly BOG meetings = playbook checkpoint deadlines b. June 2020 = complete Boston Chapter Playbook 4. Process & extract information from the MCO (Manual Chapter Operations) 5. Everyone in each position chair to set a deadline for a playbook. This is in order to make transition from position to position easier for the next person. 6. Playbooks to play a vital role in how things are done. 	
4.2	<p>Roles & Responsibilities</p> <ol style="list-style-type: none"> 1. Review 2019-2020 positions 2. Level of responsibility per committee member <ol style="list-style-type: none"> a. Leader = leads position/committee b. Successor = assist Leader, learn position for next year c. Advisor = predecessor, train Leader d. Associate = assist Leader 3. Open positions <ol style="list-style-type: none"> a. Doug Rothman BOG resignation b. CTTC/Professional Development committee c. Product Show – Leader & Committee needed d. Reception Committee e. Special Events Committee f. Student Activities Committee 4. Leader is in charge of committee arranging the society chairs & successors to train and advise each other in order to understand & learn the role into next year. 5. One must serve 2 years as a secretary or 2 years as the treasurer in order to be classified as vice president. 6. Need to find successor to the treasurer position. 7. Mark L to prepare motion to incorporate Treasurer position back into the officer rotation. Darcy C noted the Treasurer and Secretary positions alternate years to be promoted to Vice President. Refer to ASHRAE by-laws for officer pre-requisites. 	M. Leonard All
4.3	<p>Current Schedule Ideas (in progress)</p> <ol style="list-style-type: none"> 1. Main Meetings & Promotional Nights <ol style="list-style-type: none"> a) September Tour – Boston College Boiler Plant? b) October – Commissioning Model of the Future c) November – TBD d) December – TBD, ASPE Host e) January – DL Speaker f) February – TBD g) March – How and Why Customers Buy Energy Efficiency h) April – Product Show i) May – Installation of Officers 2. Technical Sessions - TBD 3. YEA <ol style="list-style-type: none"> a) September – Social night, Night Shift? b) December – Technical or holiday event c) March – annual corn hole tournament d) June – Technical or social event 4. Special Events <ol style="list-style-type: none"> a) Goal: (2) events 5. Women in ASHRAE <ol style="list-style-type: none"> a) Goal: (1) or (2) events? 6. Golf Outing – need to secure outing date 7. AEE President (Paul Wassink) & ASPE President (Ed Nadeau) contacted 8. Lantana contract and deposit submitted 9. MMC contracts received for October/November meetings – dates flexible 10. Embassy Suites to be contacted asap to secure preliminary meeting dates 	M. Leonard D. Diorio W. Dawkins G. Foley A. Gebhardt S. Scoon All

	<p>11. Suggestions for monthly meetings:</p> <ul style="list-style-type: none"> - Presentations - Tours, Events - Special Events - BC central steam plant <p>12. Motion to push tour to October and to push meeting to September? Motioned passed</p> <p>13. Possible job fair for ASHRAE: Would have to get a number of people / companies to volunteer</p> <p>14. Need to look into the by-laws if we are able to host a possible job fair.</p> <p>15. Need to grab the list of ASHRAE branch society (Student Chapters)</p> <ul style="list-style-type: none"> - Eric Edman to Volunteer to be Committee advisor with Nick Roth <p>16. Need volunteers & leads for Product Show</p> <p>17. Articles due to Allision</p> <p>18. Darcy C recommended two or three promotional nights for RP (50/50 raffle)</p> <p>19. Yuka N and Chris P to explore college fair opportunities for ASHRAE to set up a booth and promote chapter involvement.</p>	
4.4	<p>Preliminary Chapter Balance Sheet</p> <ol style="list-style-type: none"> 1. Introduce balance sheet tool 2. Review content – feedback encouraged 3. 2019-2020 budget – work in progress 4. Darcy C recommended Treasurer review balance sheets from previous refers which can be found in the accounting binders. Chris P to review. 5. Darcy offered chapter free quickbooks voucher for software training purposes 	C.Pietrocarlo
4.5	<p>Newsletter</p> <ol style="list-style-type: none"> 1. Articles to Alison Bookstein by xxx. 2. Darcy C noted there are article templates for various committees which can be found on the ASHRAE website. 	
4.6	<p>Officer Name Tags</p> <ol style="list-style-type: none"> 1. Place order by Friday, August 23 	
4.7	<p>DL Speaker</p> <ol style="list-style-type: none"> 1. Mark L and Will C to review speakers/topics, secure speaker for January meeting (if possible) 2. Will C to coordinate with Darcy C for DL speaker recommendations. 	
5.0	Other Business	Committee Chairs
5.1	Cyber Security	
5.2	<p>Attendance</p> <p>BOG agreed to purchase a new laptop for the chapter to be used for attendance. Lucas R to explore options and purchase asap.</p>	
5.3	<p>YEA/Historian</p> <p>Gage F and Eric E to look into joint event for additional PAOE points.</p>	
6.0	Adjournment	
	<p>Mark L made motion to adjourn meeting at 8:02 PM, Alex G seconded the motion</p>	