



**ASHRAE Boston Chapter - Board of Governors**  
**September BOG Meeting Minutes**

<b>Date:</b>	September 18, 2020
<b>Name:</b>	September BOG Meeting
<b>Attendees:</b>	Mark Leonard, Amy Gebhardt, Lance Brown, Bob Perischini, Liz Desmarias, Allison Bookstein, Yuka Narisako, Gage. Foley, Chris Pietrocarlo, Soren Ruvolo, Lucas Rowe, Nick Roth, Dan Diorio, Deanna Adkison, Nick Roth, Willie Dawkins
<b>Distribution</b> :	Attendees, BOG, Officers

<b>Item No.</b>	<b>Item Description</b>	<b>Action/Resp.</b>
<b>1.0</b>	<b>Opening Remarks &amp; Introductions</b> Meeting committee starts at 4:45 p.m.	M. Leonard
<b>2.0</b>	<b>Old Business</b>	
2.1	Approve August/Planning Meeting Minutes - Lance B approve meeting minutes, Yuka Seconds	M. Leonard
2.2	June Golf Outing Recap  1. Update on outstanding 2019 balances - All expenses and checks are accounted for 2. Lessons learned - Motion tabled until October Meeting	Alex G C. Pietrocarlo
2.3	Student Activities 1. College fair / ASHRAE Booth – new developments? - Yuka reached out to student branch advisors to go over such things as resumes interviews - Coordinate with Yuka on what the status of that meeting went.	Y. Narisako
2.4	Officer Name Tags 1. Place order - Place order for new officer name tags and past presidents badge - Go through lubins for the appropriate pins and order amount.	M. Leonard A. Gilman
<b>3.0</b>	<b>New Business</b>	
3.1	Tonight's Meeting 1. 5:30-6:15 Social / Dinner / Announcements 2. 6:15-6:45 Presentation • Dan Diorio – Boston College – Owner PM • Harry Shanley – Cannon Design - Architect • Marisa Nemcik – Cannon Design - Architect • Peter Knauf – Preferred Utilities – Equipment Manufacturer 3. 6:45-8:00 Tours	M. Leonard D. Diorio A. Gebhardt
3.2	Playbook Update 1. Playbook outline by October BOG meeting - October meeting will have the playbook outline started and pre planned. - Board officers to start / continue the process of assembling there playbook	M. Leonard

	<ul style="list-style-type: none"> <li>- Important info that should be recorded such as the day to day and Month to month</li> <li>- This is more aimed toward the officers who have held the position for more than 1 year. That way new members and officers can reference the material to make the process and transition easier.</li> </ul> <ol style="list-style-type: none"> <li>2. Annual/Monthly tasks and responsibilities list <ol style="list-style-type: none"> <li>a. First pass by 2018-2019 Committee/Chair</li> <li>b. Email to follow with recommended guidelines including template/example</li> <li>c. Target responses by Friday October 11<sup>th</sup></li> </ol> </li> </ol>	
3.3	<p>Finance Committee</p> <ol style="list-style-type: none"> <li>1. Account Balances <ol style="list-style-type: none"> <li>a. BOA Main Checking = N/A</li> <li>b. BOA CD = N/A</li> <li>c. Paypal Transfer = N/A</li> </ol> </li> <li>2. N/A Balance sheet update <ul style="list-style-type: none"> <li>- Based on past events and current events how are we as a branch society trending with our income versus our venues that we decide to have our meetings and tours.</li> <li>- The product show should only be incorporated into the budget by a Bye-Yearly budget.</li> <li>- Lance suggested just placing the profits and budget from the product show into the ASHRAE Boston Budget sheet and simply take it out of the years that we don't have the show.</li> <li>- Possibly increase the price of admission for the Golf Outing because of how quickly it sells out each year.</li> <li>- Possibly give a cap of how many groups / foursome each companies allowed to sign up for. Golf Committee and Product show committee to set up separate meetings to go over the big points of how to make these events more successful. Essentially how can we make it better.</li> </ul> </li> </ol>	C.Pietrocarlo
3.4	<p>Attendance Committee</p> <ol style="list-style-type: none"> <li>1. New laptop <ul style="list-style-type: none"> <li>- New Laptop has been purchased and is currently training Soren on how operate the attendance chair.</li> <li>- Going away from paperless and strictly just invoicing the members who want to walk in.</li> <li>- N/A</li> <li>- Possibly look into which members who showed up are actual members.</li> </ul> </li> </ol>	L. Rowe S. Ruvolo
3.5	<p>Chapter Technology Transfer Committee (CTTC)</p> <ol style="list-style-type: none"> <li>1. October meeting update <ol style="list-style-type: none"> <li>a. Tuesday, October 8<sup>th</sup> @ MMC ( Confirmed)</li> <li>b. Main Meeting – Zero Net Energy (Jacob Knowles)</li> </ol> </li> <li>- Building a presentation with similar individuals</li> <li>- Will need to make the meeting invite and event on the website out of the way. <ol style="list-style-type: none"> <li>c. Tech Session – TBD</li> </ol> </li> <li>- Credits have been pre-approved and basically the bread and butter of engineers that work towards there PE certification.</li> <li>- Yuka possibly thinking of a social night where students can come in and bring there resumes for reviews, mock interviews and make it a social event that wouldn't stress students out.</li> <li>- Possibly having before the Technical session</li> <li>- Follow up with electronic survey and then give them a physical survey for those who attend that way we can guage what the students would want to get out of these meetings. Maybe appealing to a younger generation.</li> <li>- Maybe send out an email blast to our student members <ol style="list-style-type: none"> <li>d. Membership Promotion Night</li> <li>e. Student Activity Night</li> </ol> </li> </ol>	W. Cunningham
3.6	<p>Auditing Committee</p>	M. Leonard

	<ol style="list-style-type: none"> <li>1. Committee introduction</li> <li>2. Next steps – outline audit plan by October BOG meeting</li> </ol>	
3.7	<p>Corporate Sponsors</p> <ol style="list-style-type: none"> <li>1. Form update</li> <li>2. Ad rate <ul style="list-style-type: none"> <li>- Making the Form and AD rate different from the sponsor memberships.</li> <li>- Basically making it simpler to get the employer to get there Job positions out on the site better.</li> <li>- Change ad rates for website, Newsletter, ETC.</li> <li>- Modifying the how each sponsorship will be treated based on what type of sponsorship they decide on level they choose.</li> <li>- Basically the higher level your sponsorship is in the Ashrae Boston Chapter the more perks you can possibly receive.</li> <li>- Move to run with this soon since the sponsorship levels need to be renewed by December</li> <li>- Halve the money from Sponsors is going to research Promotion</li> <li>- Liz makes a motion to change with sponsorship levels, Mark L seconds motion</li> <li>- Deanna, Bob and Liz to establish a Sponsorship committee. Chris P seconds motion. All in favors</li> </ul> </li> </ol>	L. Desmarais
3.8	<p>Drink Sponsor</p> <ol style="list-style-type: none"> <li>1. Keep or remove drink sponsor this year? <ul style="list-style-type: none"> <li>- Tabled</li> </ul> </li> </ol>	M. Leonard
3.9	<p>Open Positions</p> <ol style="list-style-type: none"> <li>1. Refer to attached People Organization Chart <ul style="list-style-type: none"> <li>- Tabled and open BOG spot</li> <li>- Vote on who will be part of the BOG</li> </ul> </li> </ol>	M. Leonard
3.10	<p>Officer Track Restructure</p> <ol style="list-style-type: none"> <li>1. Motion to reintroduce Treasurer position into Officer cycle <ul style="list-style-type: none"> <li>- Tabled</li> </ul> </li> </ol>	M. Leonard
3.11	<p>Schedule Updates</p> <ol style="list-style-type: none"> <li>1. Refer to attached schedule <ul style="list-style-type: none"> <li>- October Meeting and YEA / WIA event to be coming up in the next month</li> <li>- Possibly having a joing YEA meeting with Young Plumbing Engineers</li> </ul> </li> </ol>	M. Leonard W. Dawkins G. Foley S. Scoon
3.12	<p>Membership Promotion</p> <ol style="list-style-type: none"> <li>1. Membership count update</li> <li>2. Centralized training opportunity update – Jason Urso / Region 1 feedback</li> <li>3. Next steps – Outline MP plan, set goal for October BOG</li> </ol>	L. Rowe
3.13	<p>Product Show</p> <ol style="list-style-type: none"> <li>1. Committee introduction <ol style="list-style-type: none"> <li>a. Amy Gebhardt – Chair</li> <li>b. Eric Edman – Committee Member</li> <li>c. Nick Roth – Committee Member</li> <li>d. Chris Pietrocarlo – Committee Member</li> </ol> </li> <li>2. Next Steps – outline high level plan for product show <ol style="list-style-type: none"> <li>a. Prioritize tasks</li> <li>b. Committee structure – assign responsibilities</li> <li>c. Schedule – milestone dates, critical path items, PS committee meetings</li> <li>d. Contacts list</li> <li>e. Meeting notes</li> </ol> </li> </ol>	M. Leonard A. Gebhardt E. Edman N. Roth C. Pietrocarlo
3.14	<p>Publications Committee (eNewsletter)</p> <ol style="list-style-type: none"> <li>1. September newsletter feedback <ul style="list-style-type: none"> <li>- No feedback</li> </ul> </li> <li>2. October newsletter <ul style="list-style-type: none"> <li>- Send articles to Allison as soon as possible.</li> </ul> </li> </ol>	A. Bookstein

	- Reference society website as to what is being shown for each committees chair responsibilities.	
3.15	Publicity Committee 1. Social media account updates?	L. Desmarais
3.16	Research Promotion 1. Brief recap centralized training 2. 2019-2020 RP Goal? 3. RP Committee introduction a. Deanna Adkison – Chair b. Mark Leonard – Vice Chair / 2018-2019 RP Chair c. Will Cunningham – Committee Member / incoming RP Chair d. Will Tang – Committee Member / 2017-2018 RP Chair e. Will Fisher – Committee Member 4. Next steps – outline RP plan, set goal for October BOG	D. Adkison
3.17	Treasury Audit 1. Required by Region I 2. 2017-2018 audit outstanding 3. 2018-2019 audit outstanding 4. Audit committee a. Comprised of non-BOG/Officers per MCO b. Steve Tafone – committee leader c. Need (2) Associate committee members -	M. Leonard
3.18	Webmaster / Communications Committee 1. Webmaster transition update 2. Website updates – Bios/headshots, Officer/BOG/Committees, next meeting info	L. Desmarais A. Gilman
<b>4.0</b>	<b>Other Business</b>	<b>Committee Chairs</b>
4.1		
4.2		
4.3		
4.4		
4.5		
<b>5.0</b>	<b>Adjournment</b> Meeting Adjourned 5:36	