

# National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

August 10, 2016



Location: Conference Call  
 Prepared By: Stephen Niez, Secretary

<u>Officers</u>	<u>Name</u>	<u>Phone</u>	<u>E-mail</u>	<u>In Attendance</u>
President	Omar Hawit		ohawit@wrldesign.com	X
President-Elect	Jeff Colby		jcolby@southlandind.com	
Vice President	Morgan Stevens		mstevens@criticalsystemsllc.com	
Treasurer	Alec Petrillo-Groh		groh.alec@gmail.com	X
Secretary	Stephen Niez		stephen.niez@aecom.com	X
Sr. Governor	Laura Petrillo-Groh		lgpetrillo@gmail.com	
Governor #1	Ryan Westlund		ryan.westlund@rehau.com	X
Governor #2	Nick Barrett		nbarrett@chesapeakeys.com	X
Governor #3	Mike Morder		mmorder@southlandind.com	X
<u>Committee Chairs</u>	<u>Name</u>	<u>Phone</u>	<u>E-mail</u>	<u>In Attendance</u>
CTTC	Ryan Westlund		ryan.westlund@rehau.com	X
CTTC	Nick Barrett		nbarrett@chesapeakeys.com	X
Programs	Mike Hoffacker		michael.hoffacker@smithgroupjjr.com	X
Programs	Erin Miller		ecmiller@southlandind.com	X
Summer Tour	Patti Gunderson		pgunderson@homeinnovation.com	
Gov't Luncheons	Kinga Porst		kinga.porst@gsa.gov	
IAQ Event	Stephen Niez		stephen.niez@aecom.com	X
Winter Party	Marissa Caldwell		mcaldwell@southlandind.com	
Reception	Bridget Norton		bridget.norton@jci.com	X
Reception	Drew McPheeters		amcpheeters@hvac.me.com	
Technology Awards	Patti Gunderson		pgunderson@homeinnovation.com	
Refrigeration	Amy Boyce		aboyce16@gmail.com	
Refrigeration	Morgan Stevens		mstevens@criticalsystemsllc.com	
Grassroots Government	Roger Chang		rchang@wrldesign.com	
State and Municipal	Roger Chang		rchang@wrldesign.com	
Federal	Kinga Porst		kinga.porst@gsa.gov	
Membership	Mike Morder		mmorder@southlandind.com	X
Membership	Bryan Oliva		bryan.oliva@wspfk.com	X
Membership	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	X
Research Promotion	David Yankovich		dyankovich@victaulic.com	
Research Promotion	Mary Opalka		mopalka@ahrinet.org	
Golf Outing Event	Mike Morder		mmorder@southlandind.com	X
Finance	Alec Petrillo-Groh		groh.alec@gmail.com	X
Treasurer Advisor	Morgan Stevens		mstevens@criticalsystemsllc.com	
Student Activities	Michael Spencer		michael.spencer@carrier.utc.com	X
Student Activities	Alfred Uzokwe		auzokwe8@gmail.com	
Electronic Comms	Lauren Zelinski		lzelinski@ahrinet.org	X
Electronic Comms	Erin Miller		ecmiller@southlandind.com	X
Webmaster	Lauren Zelinski		lzelinski@ahrinet.org	
Programs Webcast	Erin Miller		ecmiller@southlandind.com	X
Social Media	Laura Petrillo-Groh		lgpetrillo@gmail.com	
Newsletter Editor	Melonee Jenkins		melonee.jenkins@smithgroupjjr.com	X
Newsletter	Patti Gunderson		pgunderson@homeinnovation.com	X
Directory	Melonee Jenkins		melonee.jenkins@smithgroupjjr.com	
Historian	Melonee Jenkins		melonee.jenkins@smithgroupjjr.com	X
YEA	Dan McGee		dan.mcgee@smithgroupjjr.com	X

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

August 10, 2016

YEA	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	
Sustainability	Kirsten Burk		kburk@wrltdesign.com	X
Honors and Awards	Laura Petrillo-Groh		lgpetrillo@gmail.com	
WiA	Laura Pica Morder		lmorder@ghtltd.com	X
WiA	Israa Ajam		iajam@sebesta.com	
WiA	Ilona Johnson		ilonajohnson@gmail.com	

<b>Item #</b>	<b>Discussion Item</b>	<b>Status</b>
0	Meeting called to order at <b>6:00 p.m.</b> Quorum was reached with <b>6 of 9</b> board members present	Closed
1	<b>Opening Remarks</b> <ul style="list-style-type: none"> <li>Omar welcomed everyone to the first NCC ASHRAE 2016-2017 BOG Meeting and thanked everyone for being a part of this year's committees and board of governors. The main purpose of this meeting is to discuss programs, committee report updates and gage CRC attendance.</li> </ul>	Closed
2	<b>Approval of Previous Minutes</b> <ul style="list-style-type: none"> <li>VOTE: Ryan W. motions to approve the April 27<sup>rd</sup>, 2016 BOG Meeting minutes. Mike M. seconds the motion. Motion carries unanimously.</li> </ul>	Closed
4	<b><u>Committee Reports</u></b>  <b>CTTC – Nick B &amp; Ryan W</b> <ul style="list-style-type: none"> <li>No Report</li> </ul> <b>Program Meeting Update – Mike H. &amp; Erin M.</b> <ul style="list-style-type: none"> <li>Monthly Programs – Mike H. &amp; Erin M.</li> <li>Topics and Speakers                             <ul style="list-style-type: none"> <li>September (7<sup>th</sup>) Meeting                                     <ol style="list-style-type: none"> <li>PES is on IAQ presented by William Bahnfleth</li> <li>Dinner is on ANSI/ASHRAE Standard 188-2015-legionellosis: Risk Management for Building Water Systems presented by Tom Watson</li> </ol> </li> <li>October (5<sup>th</sup>) Meeting                                     <ol style="list-style-type: none"> <li>PES is on Energy Modeling with a panel of Danny, Drew from Bentley and Vanessa from HOK</li> <li>Dinner is currently open but there are a couple options; open to suggestions</li> </ol> </li> <li>Potential topics = Leadership Skills, Fundamentals, Radiant (Ryan W. could present), CFD Modeling, etc.</li> <li>Membership Promotion will be in April and October. Need to see when Catholic and UMD spring breaks are to try and coordinate with meeting.</li> </ul> </li> <li>Summer Tour – Patti G.                             <ul style="list-style-type: none"> <li>No Report but just wanted to get it on the radar now. We expect to have a couple options as one venue has already reached out.</li> </ul> </li> <li>GSA Brown Bag Luncheon – Kinga G.</li> <li>IAQ Event – Stephen N.                             <ul style="list-style-type: none"> <li>They are still looking for sponsors but we have been holding out until we lock down sponsors for our NCC PES and Dinner sponsors.</li> <li>We will hold out a little longer before reaching out to local sponsors.</li> <li>IAQ sponsors currently are: US-EPA, Goodway, Graywolf and Trane.</li> </ul> </li> <li>Winter Party – Marissa C.</li> </ul> <b>Finance Committee – Alec PG &amp; Morgan S.</b> <ul style="list-style-type: none"> <li>Treasurer's Report                             <ul style="list-style-type: none"> <li>Alec to discuss finances with Morgan and report at next BOG</li> </ul> </li> </ul>	Open

August 10, 2016

- Short discussion of getting one big sponsor at the beginning of the year that would include something extra like a table at the Winter Party.
  - \$1600 was last year's cost per sponsorship
  - \$800 for half sponsorship
- Ideally there would be tiers of sponsorship levels where we advertise each sponsor on the website. One tier could be allowing sponsors to have a table at the PES/Dinner and allow them to have short presentations or show their products before and between the meetings.
- Omar to see if IBPSA and ASHE will provide sponsorship for joint meetings to help mitigate costs.

**Tech Awards – Patti G.**

- Could not attend because she is pushing regional to select winners on Tech Awards
- 8 submissions and at least 5 should go to society level. Will find out more about this during CRC

**Membership – Mike M., Bryan O., Jon R.**

- Mike went to centralized training at the end of June in St. Louis.
- Starting to compile full reports as Ryan did his transition out and Bryan moves into the second membership chair role
- CRC will be an opportunity to coordinate efforts moving forward with new team
- Ryan: Last year we increased the amount of dues paying members as well as increased more than 3% overall which was the goal. This is tough to do for a chapter our size but we made it happen. 74% of our chapter members are NCC dues paying members, which is high. The best method from last year to increase membership was putting the time into constant contact with members via email and over the phone. Also, making an effort at the meetings to first differentiate between NCC members and non-members at chapter meetings and encouraging them to join.
- Ryan will look into how many new members last year were female members. It is not easy as only 60% of members identify their sex on the membership form but Ryan will gather what he can.
- YEA events are a good method to promote leadership next year.
- 2017 is an ASHRAE Fundamentals handbook year. We should promote this to increase interest in membership.
- AOC has reached out about group membership. Mike talked to society but no definite answer on offering discounts to government representatives. Omar and Mike to look into exploring a chapter level discount in the future.

**YEA – Dan**

- Jon will follow up with Dan who was not on the call but plans on having him revamp the PE study session

**Reception – Bridget & Drew**

- Bridget: Counted all of the badges (81) and the badges with clips. Suggested ordering another 20 badges and 40 clips. Also need to order new magnetic nametags for BOG members and committee leads since positions have changed.
- Lauren suggested that we check which size badges and name tags we have and ensure that we have compatible sizes before ordering. Suggested over ordering.
- For individuals filling two positions we will move forward with combining committees on a single name tag and for governors, just have governor on it.

**Sustainability – Kirsten**

- No updates

**Student Activities – Michael S. & Alfred U.**

- No updates but will start planning events for the year
- Will reach out to UMD and UA with both Spring breaks being in March

August 10, 2016

	<ul style="list-style-type: none"> <li>• UA also has off from April 13– 18 according to their website</li> </ul> <p><b>Electronic Communications – Lauren &amp; Erin</b></p> <ul style="list-style-type: none"> <li>• No Report – Lauren and Erin were on the call but dropped off</li> </ul> <p><b>Research Promotion – David Y. &amp; Mary O.</b></p> <ul style="list-style-type: none"> <li>• No Report</li> <li>• Golf Tournament – Mike M.             <ul style="list-style-type: none"> <li>➢ No Report</li> </ul> </li> </ul> <p><b>Women in ASHRAE – Laura M., Israa, Ilona</b></p> <ul style="list-style-type: none"> <li>• Presented in St. Louis findings of last year’s presidential ad hoc committee to society and asked them for more support. There was no official vote on the group so in the meantime a motion has been drafted for CRC to keep this item in front of society as much as possible. Baltimore chapter will do the same. Have gathered a small group of NCC chapter members to help plan events throughout the year. Have locked down three dates for events: October January and April. In talks with first sponsor to commit to dates and venues.</li> <li>• Omar: There is an opportunity for some funding for WIA outside of our chapter through the Chapter Opportunity Fund. Omar to forward email about additional funding opportunities.</li> <li>• Attempting to do a joint chapter event with Baltimore chapter where two chapters share the cost of the speaker and venue. Was targeting December but will most likely push this back to the spring. If there is an opening to do this as an official chapter Dinner meeting however, if the schedule is filled, it will be separate. Laura to coordinate with Baltimore chapter and see if we can use one of the NCC Dinner meetings (possibly February, March or April) for this meeting. Previous event was a panel discussion which was well received but can do a PowerPoint presentation during dinner if that is best.</li> <li>• Women in ASHRAE may become a group like YEA under the Membership umbrella since assistance is there to facility and grow the group. This was brought up in St. Louis but is not official yet.</li> </ul> <p><b>PAOE Points – Jeff C.</b></p> <ul style="list-style-type: none"> <li>• Omar described what PAOE points are and introduced Jeff as being responsible for tracking points this year</li> <li>• Everyone should have access to enter points through My ASHRAE account online. Some of these do not make sense to pursue for our chapter however; there are a lot of good recommendations online.</li> </ul> <p><b>Government Activities – Roger</b></p> <ul style="list-style-type: none"> <li>• No Report</li> </ul> <p><b>Newsletter &amp; Directory – Melonee</b></p> <ul style="list-style-type: none"> <li>• First meeting is in September (7<sup>th</sup>) and we need to get the Directory and Newsletter out before the meeting</li> <li>• Directory goes out every other year and Alec has guidance on this as he did it last</li> <li>• Newsletter (Capitalaire) provides dates and topics of all meetings for the year</li> <li>• Melonee to discuss Directory with Alec an Newsletter with Jon</li> <li>• Middle of next week is when we need to request all info from committee members for Newsletter in order to get document to printer on time. Still need speaker bios. Don’t forget to advertise the season tickets. Will review last Capitalaire as a template.</li> </ul>	
6	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• CRC             <ul style="list-style-type: none"> <li>➢ Based on responses from email we have 15 people registered (this is low)</li> <li>➢ If you are going and have not responded please let Omar know ASAP</li> </ul> </li> </ul>	Open
7	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	Closed

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

August 10, 2016

8	<b>Adjourning of Meeting</b> <ul style="list-style-type: none"><li>• VOTE: Stephen N. motions to adjourn; Ryan W. seconds</li><li>• Meeting adjourned at 7:05 PM</li></ul>	

The above is the writer's understanding of the issues discussed and decisions made at the subject meeting. Any omissions or corrections should be brought to one's attention in writing.