

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

September 14, 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@wrlsdesign.com	x
President-Elect	Jeff Colby		jcolby@southlandind.com	x
Vice President	Morgan Stevens		mstevens@criticalsystemsllc.com	x
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	
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	
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	x
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	X
Refrigeration	Amy Boyce		aboyce16@gmail.com	
Refrigeration	Morgan Stevens		mstevens@criticalsystemsllc.com	x
Grassroots Government	Roger Chang		rchang@wrlsdesign.com	
State and Municipal	Roger Chang		rchang@wrlsdesign.com	
Federal	Kinga Porst		kinga.porst@gsa.gov	
Membership	Mike Morder		mmorder@southlandind.com	x
Membership	Bryan Oliva		bryan.oliva@wspfk.com	
Membership	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	x
Research Promotion	David Yankovich		dyankovich@victaulic.com	x
Research Promotion	Mary Opalka		mopalka@ahrinet.org	x
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	x
Student Activities	Michael Spencer		michael.spencer@carrier.utc.com	x
Student Activities	Alfred Uzokwe		auzokwe8@gmail.com	
Electronic Comms	Lauren Zelinski		lzelinski@ahrinet.org	
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	X
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

September 14, 2016

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

<b>Item #</b>	<b>Discussion Item</b>	<b>Status</b>
0	Meeting called to order at <b>6:25 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>• xxx</li> </ul>	Closed
2	<b>Approval of Previous Minutes</b> <ul style="list-style-type: none"> <li>• VOTE: Stephen N. motions to approve the September 14, 2016 BOG Meeting minutes. Jeff C. seconds the motion. Motion carries unanimously. *Patti G. requested removing the "x" next to her name</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>• Plugging away with Programs. Going really well. Have everything booked for this year with commitments from speakers. Already have DLs booked plus 1 (from regional).</li> <li>• Getting MOB over to regional is the only action item.</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. <ul style="list-style-type: none"> <li>➢ Sponsors <ol style="list-style-type: none"> <li>1. Boland is in as a half sponsor. They did not sponsor last year.</li> <li>2. Still looking for more sponsors.</li> </ol> </li> <li>➢ Future Meetings <ol style="list-style-type: none"> <li>1. Still waiting to book February and April. Had a couple conflicts. Have some interest from a few board member's companies to fill gaps. Will revisit in December.</li> </ol> </li> <li>➢ Speaker Gifts will be books as done in the past. October has 4 speakers so need to order books ASAP. Send any suggestions to Mike H.</li> </ul> </li> <li>• Summer Tour – Patti G. <ul style="list-style-type: none"> <li>➢ Home Innovation Research Labs in Upper Marlboro, Maryland – full-service research, testing, and consulting firm determined to improve the quality, durability, affordability and environmental performance of single- and multifamily homes and home building products.</li> <li>➢ Calvert Brewery – One of the biggest private breweries. Have sustainable systems. Owner is willing to give tour and rent out for tastings. Previous event with approximately 20-30 people for 3 hours was \$900. Local BBQ caterer will cover food. A charter bus would provide travel from DC to Maryland. Charter bus has minimum of 4 hours for \$195 per hour (charged on the half hour after that). 1.5 hours traveling back and forth, 1 hour at HIRL and 1.5 hours at Calvert Brewery.</li> <li>➢ Sponsors – Could get 3 sponsors at \$1000 each (Bus, BBQ and Brewery) which would just about have all participants be free. Omar suggested adding it into budget as \$3000 expense then plan on advertising event in Newsletters and then sponsors.</li> <li>➢ When – Friday was voted during the meeting as the best day of the week for event. Plan is for first or second Friday in May (so long as no conflicts with holidays).</li> </ul> </li> <li>• GSA Brown Bag Luncheon – Kinga G. <ul style="list-style-type: none"> <li>➢ Target is to get one in before the end of the year. Discuss with Kinga.</li> </ul> </li> <li>• IAQ Event – Stephen N.</li> </ul>	Open

September 14, 2016

- Currently happening now. They were grateful that NCC could help them with the event. This event is over tomorrow and can be taken off the agenda for the next meeting. Applicable (to HVAC industry) sponsorships included TRANE.
- Winter Party – *Marissa C., Erin M.*
  - Started looking into venues. Will contact Press Club again.
  - Poll for preference on where to hold event leaned towards Hotel Monaco because we got more for our money and was better venue overall.

**Finance Committee – Alec PG & Morgan S.**

- Treasurer's Report
  - Transferred accounts last Friday, checks are en route. Week or so for reimbursements.
  - Account balances:
    - \$7,378.57 for scholarship
    - \$35,271.78 main
    - \$14,922.30 reserve cd
    - \$18,606.43 crc cd
    - \$10,049.51 short term reserve
  - \$6,500 for CRC will still hit
  - Meeting sponsorships are rolling in. Need to invoice the one we have locked in.
  - See budget for more info.

**Tech Awards – Patti G.**

- 8 entries at the NCC level. Flushed them out to have their own separate category. All went on to regional. 7 of the 8 won regional. 2 of these 7 deferred going on to national until they have more data next year. Winning teams were notified that they will receive their certificate during the NCC October Meeting. Their dinners were also paid for by NCC. 8x meals at \$25 plus \$200 for the certificates. Next year plan on 10x meals at \$25 each. Patti to pass on attendee list so we can lock in on the \$25 rate and not pay a late fee.
- 5 will go on to society level competition.
- 1 team that deferred last year will compete at the society level this year.

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

- We have a list of expired members. List was passed around for BOG members to check who they know and will reach out to individually.
- Mike M. to email list to BOGs and distribute who will contact which expired members.

**YEA – Dan**

- Received a lot of requests to start up the PE study groups again. We are too late for the fall exam but will start advertising for the April exam study groups.
- Online classroom for PE study session is offering a discount. We will compile and add to include online and in the Newsletters.
- Leadership Weekend – November 4<sup>th</sup> – 5<sup>th</sup> in Charlotte, NC. Email has gone out so if you are interested email Bridget and cc Omar. We have money available since nobody went last year but need to budget appropriately. Must register by October 3<sup>rd</sup>. Bridget will send link to website to board for more info.

**Reception – Bridget & Drew**

- Things went well and we will get better on our accounting.
- Left over money will be handed over to treasurer at the end of the event. If treasurer is not there then President or past Treasurer will hold money.
- Spreadsheet is really helpful and a good system is in place.
- Name tags are in good shape however, some words are misspelled (names and ASHRAE). We will order replacements for the incorrect ones. (Rumbaugh and L. Morder). Anyone else with errors should email Bridget to get a new one.

**Sustainability – Kirsten**

September 14, 2016

	<ul style="list-style-type: none"> <li>• Kirsten is on vacation but is looking at doing a joint event with Habitat for Humanity. The New York Chapter of ASHRAE has a similar relationship with HFH and we will emulate this in NCC. Email Kirsten if you are interested in helping out.</li> </ul> <p><b>Student Activities – Michael S. &amp; Alfred U.</b></p> <ul style="list-style-type: none"> <li>• PAOE points are for everyone on the board are available.</li> <li>• Need to find a good way to incentivize students to attend meetings and become more involved in NCC.</li> <li>• 2x activities on Saturday, October 14<sup>th</sup>. Email if interested in volunteering.             <ul style="list-style-type: none"> <li>➢ Girl Scout event</li> <li>➢ Elementary School</li> </ul> </li> </ul> <p><b>Electronic Communications – Lauren &amp; Erin</b></p> <ul style="list-style-type: none"> <li>• Erin has gotten more involved in website but Lauren is still the lead.</li> <li>• Alfred was not on the call but set up most of the social media accounts. Erin to reach out to Alfred to follow up on progress. Only Alfred has manager control currently. Need to expand.</li> <li>• ASHRAE Society also has a social media department. Will reach out for help if need be.</li> <li>• If meetings are recorded we can upload to website to members only section.</li> </ul> <p><b>Research Promotion – David Y. &amp; Mary O.</b></p> <ul style="list-style-type: none"> <li>• Poker event was discussed as in previous years. The same issues were brought up. This will be entertained but will most likely not occur.</li> <li>• Golf Tournament – <i>Mike M.</i> <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>• Secured a sponsor (H&amp;B Products) for the first event which is pushed to November instead of October. Tentatively looking at Cava Restaurant in Arlington.</li> <li>• Motion for CRC has passed. Society will now do more to promote WiA at a society level.</li> <li>• Putting a panel together for the Spring and integrating with Programs. A few contacts from Philadelphia CRC may be involved down the line.</li> </ul> <p><b>PAOE Points – Jeff C.</b></p> <ul style="list-style-type: none"> <li>• Enter your PAOE points!</li> <li>• Everyone with your name next to a committee chair is partly responsible for entering their own PAOE points. Log in to your ASHRAE account and there is a link under your profile that will take you to Chapter Operations to enter PAOE points. Jeff to send a link.</li> </ul> <p><b>Government Activities – Roger</b></p> <ul style="list-style-type: none"> <li>• No Report.</li> </ul> <p><b>Refrigeration – Morgan S.</b></p> <ul style="list-style-type: none"> <li>• There is a new pot of money available for NCC to use. Morgan to look into grant money to cover costs and potentially having a Dinner Meeting to show off the results of the competition. Student Night would be a good option (April). Making this a standing event and constant funding from the grant would be a great for NCC. The grant has been around for a while and has just been growing.</li> <li>• Morgan to talk to students at local colleges to garner a design competition centered around Refrigeration. Something like an ice cream machine.</li> </ul> <p><b>Newsletter &amp; Directory – Melonee</b></p> <ul style="list-style-type: none"> <li>• No Report.</li> <li>• Thank you to everyone that got their content to Melonee in time. Please send info for October newsletter by the end of September.</li> </ul>	
6	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Reimbursement for CRC travel expenses. Tolls = \$20 and Parking = \$47. 6x people drove</li> </ul>	Open

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

September 14, 2016

	<p>and \$67 total per vehicle. Nick B. motions to accept reimbursement for CRC travel expenses. Stephen N. seconds. Motion passes 5-0.</p> <ul style="list-style-type: none"> <li>• CTTC, President and Past President are covered by Regional so they will reach out to Regional to see if their travel is covered.</li> <li>• Need 5 people for the membership promotion committee. Email Morder if interested. Laura, Jon, Bryan, Stephen, Ilona and Jeff volunteered.</li> <li>• If anyone hasn't upgraded to membership status that is on the board then please reach out to Mike M. because we get PAOE points for these upgrades.</li> <li>• We previously lost our projector so need to bring one to the next meeting. Nick will not be in attendance so need a laptop, projector and laptop provided.</li> <li>• Committee Chairs – If you have anything you want presented at the next meeting in slides please send to Omar as a PowerPoint slide or PDF.</li> <li>• Reminder that next meeting is Membership Promotion night so please be prepared to speak.</li> <li>• MBOs (Management by Objective) – Please finish these and send to CRC rep.</li> <li>• If anybody has any idea for grants (chapter opportunity fund) please send Omar an email. We have \$10,000 available.</li> </ul>	
7	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul>	Closed
8	<p><b>Adjourning of Meeting</b></p> <ul style="list-style-type: none"> <li>• VOTE: Jeff C. motions to adjourn; Mike M. seconds</li> <li>• Meeting adjourned at 8:26 PM</li> <li>• 11 in the room</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.