

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

October 12, 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	
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	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	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	
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	
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
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YEA	Dan McGee		dan.mcgee@smithgroupjjr.com	x

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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 Morder		lmorder@ghtltd.com	
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>6:15 p.m.</b> Quorum was reached with <b>7 of 9</b> board members present	Closed
1	<b>Opening Remarks</b> <ul style="list-style-type: none"> <li>Omar welcomed everyone and went around the room for introductions.</li> </ul>	Closed
2	<b>Approval of Previous Minutes</b> <ul style="list-style-type: none"> <li>VOTE: Omar H. motions to approve the September 14, 2016 BOG Meeting minutes. No opposition. Motion carries unanimously.</li> </ul>	Closed
4	<p><b><u>Committee Reports</u></b></p> <p><b>CTTC – Nick B &amp; Ryan W</b></p> <ul style="list-style-type: none"> <li>Have new people in new positions. Plan is to meet externally as a committee to come up with a more action oriented checklist.</li> <li>Talked to the RVC and has all the MOBs in. We had 3 booked before CRC!</li> </ul> <p><b>Program Meeting Update – Mike H. &amp; Erin M.</b></p> <ul style="list-style-type: none"> <li>Monthly Programs – <i>Mike H. &amp; Erin M.</i> <ul style="list-style-type: none"> <li>Nick and Ryan will step in to help Erin and Mike since neither will be at the November Meeting. Offline discussion to continue regarding travel arrangements for Distinguished Lecturer speakers.</li> <li>Still looking for speakers for the February meeting. April meeting should be covered by Morgan’s contact; on Geothermal. We have a few other reserves but are awaiting to not duplicate topics.</li> <li>Gifts – Got a good back log of books at no cost. “Capital Engineers” on the USACE and their work in DC.</li> <li>Ensure we have a projector, screen and laptop ready for the meeting. We need to remember to bring a screen because they do not always set one up even though it is in the contract.</li> </ul> </li> <li>Summer Tour – <i>Patti G.</i> <ul style="list-style-type: none"> <li><b>Confirm a date in May (1<sup>st</sup> or 2<sup>nd</sup> Friday)</b></li> <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> </ul>	Open

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- GSA Brown Bag Luncheon – *Kinga G.*
  - Omar to discuss with Kinga to work out a date.
- Winter Party – *Marissa C., Erin M.*
  - No conflict with holidays or ASHRAE Winter conference.
  - Plan is to go through with Hotel Monaco on the 21<sup>st</sup>.

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

- Treasurer's Report
  - Discussed changes from last reviewed budget.
  - Expenses for Summer Tour - \$3000
    - \$1000 for Brewery, \$1000 for Charter Bus, \$1000 for BBQ
    - Will add \$3000 expense and \$2000 income line item.
  - Tech Awards – No previous budget but have \$200 now. This is to comp 10x winner's dinners for next year.
  - Reception Committee - \$600 up from \$350 – name tags
  - Sustainability - \$775 up from \$150 – events
  - YEA Leadership Training - \$1500 up from \$1000 (East Coast Event registration ended on Oct. 3 but will leave in for West Coast event later in the year)
  - Finance Committee - \$550 up from \$300 – Quick Books already spent \$300 of this.
  - Discussion on WiA – Secured sponsor (H&B Products) for November event.
  - Motion to Approve by Morgan S. Second by Ryan W. Motion passes with 5 ayes.
  - Taxes are due in one month. Need to set up a meeting by the end of this month with the accountant. At this meeting must be Morgan, Alec and Stephen. Accountant office is in Maryland. Morgan to make appointment and invite Alec and Stephen.
  - David Y. to look into Golf proceeds and ensure it is credited properly versus what goes towards RP.

**Tech Awards** – *Patti G.*

- Society level judging is occurring this week. We should be notified next week but not sure how we are notified.
- 5 submitted to society level competition.
- 1 team that deferred last year submitted to the society level this year.
- Patty to follow up with Region 3 Chair to see if results are in or when.

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

- October Membership Meeting went well. RVC was in attendance.
- Expired member list has been distributed and BOG are beginning to reach out.
- Currently down on membership but this is normal at this time of the year.
- Reminder for board members to upgrade membership if eligible. 12 years worth of Engineering experience is what is required (includes 4 years worth of school and accounts for 1.5 per year).

**YEA** – *Dan*

- Due for YEA Social happy hour.
- Critical Systems is on board for Fall YEA Social. Targeting Continental in Rosslyn.
- Almost half of our new members last year were YEA members. The YEA and WiA events are crucial to our chapter's growth and success.
- Could potentially reach out to University students to attend YEA events.

**Reception** – *Bridget & Drew*

- Not present.
- Lauren Z. is still awaiting updated list of season tickets. **Treasurer to provide list of individuals who paid season tickets via check.** At the first meeting there were checks given to Reception for season tickets. Treasurer, Reception and Website to work together to create full list of season ticket holders.
- Final number of dinners to hotel should come from President. Reception to inform President

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how many registrations we have at deadline. President will add appropriate amount based on previous experience then provide total number of dinners to hotel.

- Reception should not have to sign off on food at the beginning of the meeting. Hotel is approaching reception table at 3pm asking how many dinners are needed. Reception to defer to President for final count.
- Received individual request for PDH credits for past 2 years.
- “Round Up for RP” was a successful endeavor. Mary Opalka raised \$30 just from asking 10 people paying at the meeting if they wanted to round up with a donation towards RP.

**Sustainability – Kirsten**

- 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.

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

- October 15<sup>th</sup> we have 2 events. Email has been sent.
  - Paine Elementary School – 2x committed but looking for 4-5 people. (10:30am – 11:30pm)
  - Girl Scout Adventure Day – 2x committed but looking for 1-2 more people. (10am – noon)
- PAOE category to have all board members at a Student Activity Event. Does not have to be one event. Can be different ones.
- Bancroft Elementary (DC) – Thursdays from 3:45 pm – 4:45 pm October 27 thru December 16<sup>th</sup>. Looking for people to staff this event. Club supports competition teams such as Lego robotics. 4<sup>th</sup> – 5<sup>th</sup> graders.
- University Chapters – Setty is paired up with UMD to present on campus.
- SA to look into making connections with High School Juniors and Seniors and/or College Freshman and Sophomores interested in Arch/Engineering to shadow professionals.

**Electronic Communications – Lauren & Erin**

- Alfred set up social media accounts but still has the only managerial access rights. Lauren to work with Alfred to integrate social media accounts with website.
- **All committee chairs need to update their committee page on the NCC website ASAP.** If you need help with formatting or access please see Lauren Z.

**Research Promotion – David Y. & Mary O.**

- Full circle from all committee members is due soon. Actually due November 15<sup>th</sup>. David is giving us 20 days to get this in.
- A link has already been emailed. Will continue to email.
- Requests less than 5 minutes at next ASHRAE meeting to recognize \$250+ donors.
- David attended centralized training.
- Mary – Round-Ups for RP. Mary successfully got \$30 during the October PES/Dinner simply by asking attendees during payment processing at the meeting if they would like to donate \$5.
- Big PAOE (30%) opportunity.

**Women in ASHRAE – Laura M., Israa, Ilona**

- Secured a sponsor (H&B Products) for the first event which is pushed to November instead of October. Tentatively looking at Cava Restaurant in Arlington.
- Motion for CRC has passed. Society will now do more to promote WiA at a society level.
- Putting a panel together for the Spring and integrating with Programs. A few contacts from Philadelphia CRC may be involved down the line.

**PAOE Points – Jeff C.**

- No Report.

**Government Activities – Roger**

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	<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>Catholic does not have Mechanical Engineers, only Architects so most likely just UMD.</li> <li>Potentially can reach out to Baltimore Chapter for more competition.</li> <li>Morgan to entertain alternate ideas for projects centered around refrigeration.</li> </ul> <p><b>Newsletter &amp; Directory – Melonee</b></p> <ul style="list-style-type: none"> <li>All info to Newsletter should be submitted at least 3 weeks in advance of meeting. Could potentially change to 2 weeks.</li> <li>Could send out calendar reminders ahead of time again.</li> <li>To add flyer for Trade Show and November Meeting. Awaiting info from others.</li> <li>Summer Tour advertising to be included in future Newsletters after November.</li> <li>Delete Season Ticket Registration off of website.</li> </ul>	
6	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>Request alternate location for BOG meeting. Stephen to look into Lyon Hall. Lauren to look at AHRI schedule. (\$250 is the average cost)</li> <li>November 15<sup>th</sup> is next BOG</li> </ul>	Open
7	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>CRC Reimbursement: Nick was denied from National. Omar to follow up with Nick and Ryan.</li> </ul>	Closed
8	<p><b>Adjourning of Meeting</b></p> <ul style="list-style-type: none"> <li>VOTE: Ryan W. motions to adjourn; Omar H. seconds</li> <li>Meeting adjourned at 8:08 PM</li> <li>11 in the room at time of adjournment</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.