

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

November 15, 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>
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President-Elect	Jeff Colby		jcolby@southlandind.com	X
Vice President	Morgan Stevens		mstevens@criticalsystemsllc.com	X
Treasurer	Alec Petrillo-Groh		groh.alec@gmail.com	
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	X
Reception	Bridget Norton		bridget.norton@jci.com	X
Reception	Drew McPheeters		amcpheeters@hvac.me.com	X
Technology Awards	Patti Gunderson		pgunderson@homeinnovation.com	
Refrigeration	Amy Boyce		aboyce16@gmail.com	
Refrigeration	Morgan Stevens		mstevens@criticalsystemsllc.com	X
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Membership	Mike Morder		mmorder@southlandind.com	X
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Membership	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	
Research Promotion	David Yankovich		dyankovich@victaulic.com	
Research Promotion	Mary Opalka		m.opalka@baumann-us.com	
Golf Outing Event	Mike Morder		mmorder@southlandind.com	X
Finance	Alec Petrillo-Groh		groh.alec@gmail.com	
Treasurer Advisor	Morgan Stevens		mstevens@criticalsystemsllc.com	X
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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

November 15, 2016

YEA	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	
Sustainability	Kirsten Burk		kburk@wrldesign.com	X
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	

Item #	Discussion Item	Status
0	Meeting called to order at 6:05 p.m. Quorum was reached with 7 of 9 board members present	Closed
1	Opening Remarks <ul style="list-style-type: none"> Omar welcomed everyone and went around the room for introductions. 	Closed
2	Approval of Previous Minutes <ul style="list-style-type: none"> VOTE: Jeff C. motions to approve the October 12, 2016 BOG Meeting minutes. Ryan W. seconds. No opposition. Motion carries unanimously. 	Closed
4	<p><u>Committee Reports</u></p> <p>CTTC – Nick B & Ryan W</p> <ul style="list-style-type: none"> Last month went well and we are getting into a groove with reception. Would like to revisit Round-Up when we get to Reception. The DLs were not as well received as other presenters which is the opposite of what we usually see. We do get PAOE points for DL presenters however, our obligation is first to our members. Worst speakers this year have all been DLs according to membership reviews. 1/5s of the attendees did not recommend one of the DL PES speakers. Suggests pushing likeable speakers over DLs in the future. Can reviews be submitted back to region and society? Yes. Technically we have to submit all under 80% but we can submit any at our discretion. We have very good speakers available for NCC. The DLs are more geared to help smaller chapters. Baltimore chapter has even reached out to utilize some of our speakers. This feedback/info will be passed on to the appropriate region chair. <p>Program Meeting Update – Mike H. & Erin M.</p> <ul style="list-style-type: none"> Monthly Programs – Mike H. & Erin M. <ul style="list-style-type: none"> December meeting announcement has already gone out and registration is listed on the website. December meeting speakers are Jessie Fisher (PES) discussing HVAC Load Calculations and Dunstan McCauley (Dinner) discussing ASHRAE 100. Sponsor for December meeting is Chesapeake Systems. Theme for December meeting is Past President's. Still looking into a few options for the Spring Meetings. Still trying to fill the February PES. Mike is working on convincing his coworkers to present but has not heard a definitive answer yet. If anybody on the Board has a recommendation, please reach out to Mike. February Dinner meeting is on Refrigerants by TRANE. Recommend having these meetings filled by Thanksgiving. Also looking for a sponsor since TRANE is sponsoring a different month. H+B is looking to get more involved so may be interested in sponsorship. Potential also for Victaulic and JCI. Could look into a half sponsorship as well. Kirsten has not heard back from her contact but will touch base this week and forward info to Mike to contact as well. Discussion to continue offline regarding DLs for April meeting. Will follow up with Omar. Summer Tour – Patti G. (not on call, Omar filled in) <ul style="list-style-type: none"> We have dates lined up and will focus on getting sponsors next. 	Open

November 15, 2016

- **Confirm a date in May (1st or 2nd Friday)**
- *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.*
- *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.*
- *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.*
- *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).*
- **GSA Brown Bag Luncheon – Kinga G. (not on call, Omar filled in)**
 - Omar to discuss with Kinga to work out a date.
 - Goal is to set up 2 events during lunch time. One in winter and one in spring.
- **Winter Party – Marissa C., Erin M.**
 - Hotel was booked this past week.
 - Now reaching out to band from last year. Sent email seeing if they are available on Jan. 21st.
 - We are confirmed for Hotel Monaco on the 21st.
 - Goal is to advertise in next month's newsletter to start selling tables.
 - Request to get mailer out before next Capitalaire just to announce Winter Party. Yes, Marissa, Jeff and Lauren to work on this.
 - Should be the same cost per table as previous years but needs verification.
 - Set up POC and send Alec info on everyone that buys a table to create an invoice.
 - Advertising slide to be included in December meeting presentation.
 - No conflict with holidays or ASHRAE Winter conference.

Finance Committee – Alec PG & Morgan S. (Alec not on call, Morgan filled in)

- **Treasurer's Report**
 - Tax update: we have filed an extension (November 15th). We owe the accountant bank statements then can tell us where we stand.
 - For everyone on the board: The main issue for paying taxes under a 501c is "Did you sell advertisements as a source of income?" Apparently advertising gets taxed which is why we got hit with the directory tax. Not a big deal but we need to consider the wording and whether these are sponsorships, advertisements or donations. We had no advertisements last year but moving forward with the directory, we need to keep this in mind and either make the profit and pay the taxes or keep everything under a different terminology and marketability.
 - Jeff and Stephen will look into this for next year then email Kim to establish we are using the right tax rate.
 - Goal is to approach this properly but still take in money for advertising.
 - Alec to follow up with treasurers report later via email.
 - Side Note: Philadelphia Chapter makes \$10,000 off of directory advertisements.
 - *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)*

November 15, 2016

- *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. (not on call, Omar filled in)

- If everyone can ask around for submissions that would be great. Patti has really vamped this up and we should all strive to keep the success going.
- *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.

- We are doing ok. The push last month where we reached out to people individually really helped. Plan is to reach out to those whose memberships expire in December.
- So far quarterly we are up a little bit but expect it to go down at the end of the year as usual. Plan is to set up a call-a-thon shortly.
- Ryan – We have more events this year involving other trade groups. Whenever we have these types of meetings, is it possible to reach out to them afterwards and bring them into ASHRAE as members. We did this with ASPE last year and can do it with ASHE this year. Mike to reach out.
- Membership recruiting will occur at WiA event in November as well as future YEA events.

YEA – Dan

- Have YEA event planned for Thursday, December 15th in Chinatown.
- Dan will coordinate with Lauren to get this advertised on the website.

Reception – Bridget & Drew

- “Trade Show went really well!” – Omar
- Received a comment during the Trade Show from a member. Did not necessarily like back to back weeks with the Trade Show and the Chapter Meeting. Suggested doing a PES before the Trade Show in the same venue.
- A PES was scheduled during a past Trade Show but only 2 people showed up. This could have been due to the new location. Now that the Trade Show is at a more accessible venue, this will be explored in the future.
- Follow up with Alec on how much money will be sent to our Trade Show partner. Alec can send an invoice if necessary.
- We had 24 members show up which is exactly \$600.
- “Round-Up for RP” is where we ask people paying at the meeting if they want to round up with a donation towards RP. Mary made \$30 by asking 6 people (more than 80% response rate) during the last meeting. This should be explored at future meetings since it will directly help us meet our RP goals.
- Omar is hesitant but worth exploring. Concern is asking our members for too much money at meetings. (i.e. 50-50 raffle, round-up, student scholarship, etc.)
- Compromise could be to switch off which donation we ask for at individual meetings.
- Discussion to continue on how to appropriately approach this for future meetings.
- *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.*

November 15, 2016

Sustainability – Kirsten

- We have established a relationship with Habitat for Humanity in Alexandria. The build date is February 11th and we need 10 volunteers to help for the build out. We will know more details once we get closer to the date.
- Could potentially use the Chapter Opportunity Fund from society. If successful this could be a yearly contribution. We have already submitted for WiA but after we receive feedback from Roger Jones we will look into doing this for HFH in Alexandria.
- Will add an advertisement on the website shortly.
- There is also a house in the design process. We will also help out on the design process as well. If manufacturer's can donate equipment that would be great. This house won't be built until March.
- We have agreed to co-host the Bio-Mass Heating Conference at the end of April. We have to distribute a flyer, post a flyer on the website and send an email to gain publicity for the Bio-Mass Council.
- Kirsten will reach out and ask if they are interested in speaking at a February meeting.

Student Activities – Michael S. & Alfred U. (not on call, Ryan filled in)

- Ryan stands behind Alfred's recent email regarding social media and adding pictures from events to our website.
- Omar – Chapter Chairs need to update their individual page on the NCC website. If you have any questions, reach out to Omar directly.
- Board of Directors page to be updated so there is not duplicates.
- University of Maryland Student Chapter did a tour of the Chesapeake factory with Nick. Will look into if this counts for PAOE points.
- *October 15th 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 16th. Looking for people to staff this event. Club supports competition teams such as Lego robotics. 4th – 5th 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 (skipped)

- *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. (not on call)

- *Full circle from all committee members is due soon. Actually due November 15th. 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

November 15, 2016

	<ul style="list-style-type: none"> • Event tomorrow in Arlington at Cava. Sponsored by H&B Products and occurs from 5-7pm. We have 45 people pre-registered which is the highest registration to date. • Region 7 vice chair for membership told us that our CRC motion was approved from this summer. This means that WiA group is now a diversity initiative under membership. In the process of collecting information from us on why we are so successful to give that guide to other chapters around the country to make WiA a presence nationally. Next step, international. • Going through rebranding now that ASHRAE has officially adopted WiA. • Secured future sponsorship (\$1000) for January event from Jim Grant with Emerson Network Power. • Working with Programs (Mike) to develop speakers in March. Thinking about Julia Keen and Catherine Hammock. <p>PAOE Points – Jeff C.</p> <ul style="list-style-type: none"> • Need to make a big push to enter PAOE points before end of November. Jeff is reaching out to everyone individually to help this push. • Please take the 15 minutes to enter the points each committee has achieved. • Jeff to send a “how to” to each person with a chair responsible for PAOE points individually. • Omar pulled up PAOE site on the WebEx but did not know his password. <p>Government Activities – Roger (not on call, Omar filled in)</p> <ul style="list-style-type: none"> • Will most likely have brown bag lunch in December. (13th) <p>Refrigeration – Morgan S.</p> <ul style="list-style-type: none"> • Morgan is in touch with Maryland to do ice cream machine. No other progress. <p>Newsletter & Directory – Melonee</p> <ul style="list-style-type: none"> • Looking for content from the committees this Friday so she can post before Thanksgiving. • Expecting info from all committees (YEA, Winter Party, etc.) • Erin will get Winter Party flyer into newsletter but needs to confirm pricing first. 	
6	<p>New Business</p> <ul style="list-style-type: none"> • Submit ideas/applications for Chapter Contribution Fund before end of week • Last year we did not send anyone to the YEA Leadership weekend. This spring it is in Denver in March. ASHRAE pays for registration and hotel. Airfare and ground transportation is not covered. If this is what is holding people back, can we combine? We usually do cover airfare and ground transportation. Discuss sending people to new and improved YEA Leadership Weekend. Registration opened today and there are only 15 spots. Kirsten would love to go to the one in Denver. Morgan is interested in going to YEA 2.0. Cannot roll over unused funds but can expand next year’s line item based on this new event. If we have a lot of interest we could use President’s fund or vote to change funding. Everyone interested in either will contact Omar directly. • December 14th is next BOG 	Open
7	<p>Old Business</p> <ul style="list-style-type: none"> • Look into other venues for BOG. Typically it is \$250 but receptive to any venue that doesn’t charge a usage fee, only food and drinks. 	Closed
8	<p>Adjourning of Meeting</p> <ul style="list-style-type: none"> • VOTE: Stephen N. motions to adjourn; Ryan W. seconds • Meeting adjourned at 7:24 PM • 16 on the call at time of adjournment 	

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.