

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

July 15, 2015



Location: Phone Conference and In Person Meeting Arlington AHRI office
 Prepared By: Alec Petrillo-Groh, Secretary

<u>Officers</u>	<u>Name</u>	<u>Phone</u>	<u>E-mail</u>	<u>In Attendance</u>
President	Laura Petrillo-Groh		lgpetrillo@gmail.com	x
President-Elect	Omar Hawit		ohawit@wrldesign.com	x
Vice President	Jeff Colby		jcolby@southlandind.com	x
Treasurer	Morgan Stevens		mstevens@criticalsystemsllc.com	x
Secretary	Alec Petrillo-Groh		alec.petrillo-groh@smithgroupjjr.com	x
Sr. Governor	Andrew Rhodes		arhodes@southlandind.com	x
Governor #1	Stephen Niez		stephen.niez@aecom.com	x
Governor #2	Amy Boyce		aboyce16@gmail.com	x
Governor #3	Ryan Westlund		ryan.westlund@rehau.com	x
Governor #4	Nick Barrett		nbarrett@chesapeakeys.com	x
<u>Committee Chairs</u>	<u>Name</u>	<u>Phone</u>	<u>E-mail</u>	<u>In Attendance</u>
C.K. Mem. Scholarship	TBD			
CTTC	Jeff Colby		jcolby@southlandind.com	
Engineers Week	TBD			
Finance	Jeff Colby		jcolby@southlandind.com	
Golf Outing	TBD			
Gov't Activities – Local	TBD			
Gov't Activities – Nat.	Kinga Porst		kinga.porst@gsa.gov	
Historian	Melonee Jenkins		melonee.jenkins@smithgroupjjr.com	x
Honors and Awards	Andrew Rhodes		arhodes@southlandind.com	
Membership	Ryan Westlund		ryan.westlund@rehau.com	
Membership	Mike Morder		mmorder@southlandind.com	x
Newsletter	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	
Programs	Nick Barrett		nbarrett@chesapeakeys.com	x
Programs	Michael Hoffacker		michael.hoffacker@smithgroupjjr.com	x
Reception	Erin Miller		ecmiller@southlandind.com	x
Reception	Lauren Zelinski		lzelinski@ahrinet.org	
Refrigeration	TBD			
Research Promotion	Bryan Oliva		bryan.oliva@wspgroup.com	x
Research Promotion	David Yankovich		dyankovich@victaulic.com	x
Student Activities	Mikelann Scerbo		mikelann.scerbo@gmail.com	x
Student Activities	Michael Spencer		michael.spencer@carrier.utc.com	x
Sustainability	Amy Boyce		aboyce16@gmail.com	
Technology Awards	TBD			
Website	Lauren Zelinski		lzelinski@ahrinet.org	
Winter Party	TBD			
Women in Engineering	Laura Pica		lpica@ghtltd.com	x
Women in Engineering	Israa Ajam		israaa@2rw.com	x
YEA	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	
YEA	Dan McGee		dan.mcgee@smithgroupjjr.com	x
Guests	James Dougherty		James.dougherty@crbusa.com	


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Item #	Discussion Item	Status
0	Meeting called to order at 6:05 p.m. Quorum was present with 10 of 10 board members Attendance called and noted above.	Closed
1	Opening Remarks <ul style="list-style-type: none"> • Bathroom Codes: <ul style="list-style-type: none"> ○ Men's Room: 6979 ○ Women's Room: 8068 • Wi-Fi: <ul style="list-style-type: none"> ○ Username: guest@ahrinet.org. ○ Password: ahri! 	Closed
2	Approval of Previous Minutes (06/25/2015) – Alec <ul style="list-style-type: none"> • VOTE: Andy motions to approve the June 25, 2015 BOG Meeting Minutes, as submitted. Morgan seconds the motion. Motion carries 10-0-0 	Closed
3	Treasurer's Report – Morgan/Jeff <ul style="list-style-type: none"> • Accounts transferred on 07/15 • Reminder that all approved chapter expenses must be submitted for reimbursement within the established 90 days (from date of incurred expense). • 2015-16 chapter budget will be reviewed for approval at the August BOG meeting. • ACTION: Morgan to distribute a draft budget prior to the next BOG meeting. 	Open
4	Program Meeting Update – Nick <ul style="list-style-type: none"> • The draft schedule with topics was reviewed and distributed to the group via email during the meeting. • It was noted that it is critical to book the September and October speakers by CRC • Responsible parties reminded to pursue booking speakers • Reminder: DL speakers are covered by society for travel to the locale, NCC is responsible for local expenses 	Open
5	Chapter Regional Conference (CRC) – Laura <ul style="list-style-type: none"> • BOG and Committee Chairs encouraged to attend the CRC. • VOTE: Jeff motions to approve travel mileage, registration, welcome reception (Friday), awards luncheon (Saturday), one night of hotel (Friday @ room block rate) for chapter reimbursement. Omar seconds. Motion carries 10-0-0. <ul style="list-style-type: none"> ○ Travel between hotel and CRC events will not be reimbursed by the chapter. • VOTE: Jeff motions to approve a second night of hotel and the president's lunch as a chapter reimbursable expense for chapter delegate and alternate. Ryan seconds. Motion carries 10-0-0. • Block rate at hotel closed on July 13th, but rooms still may be available. Check Region III website for information. • Jeff clarifies that rail travel is acceptable for re-imbursement if total does not exceed IRS mileage reimbursement value. • ACTION: Laura will send CRC schedule of events. Alternates to fill vacant training spots. 	Closed
6	HVAC Essentials Course – Laura <ul style="list-style-type: none"> • ASHRAE's HVAC Design: Level I — Essentials training provides intensive, practical training ideal for recent technology or engineering school graduates, engineers new to the HVAC field, those who need a refresher in new technologies, and facility managers, sales representatives and others who need to gain an understanding of HVAC systems. 	Open

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	<ul style="list-style-type: none"> Looking for an appropriate candidate to be the on-site chapter liaison to the 3-day event, August 19 - 21, 2015. The cost (~\$1,000 value) will be waived for the volunteer in exchange for handing out evaluation forms, name badges, etc. A portion of proceeds from society will go to the chapter. ACTION: Mikelann to send out request to student chapters. ACTION: Contact Laura if you, or someone at your firm, would like to volunteer and attend the course for free. 	
7	<p><u>Committee Reports:</u></p> <p>ACTION: All committee chairs to meet with prior years' chairs for transfer of knowledge and best practices prior to the August meeting.</p> <ul style="list-style-type: none"> Include a review of web content at this meeting. <p>Previous years' committee chairs reminded to enter any remaining PAOE (Presidential Award of Excellence) points by 11:59PM, July 15th.</p> <p>C.K. Memorial Scholarship</p> <ul style="list-style-type: none"> ACTION: Jeff to investigate history and details of this award and report to Alec before next board meeting. <p>CTTC - Jeff Colby</p> <ul style="list-style-type: none"> Omar provides background for CTTC <p>Engineers Week (E-Week)</p> <ul style="list-style-type: none"> No report <p>Finance - Jeff Colby</p> <ul style="list-style-type: none"> No report <p>Golf Outing</p> <ul style="list-style-type: none"> No report <p>Government Activities (Local)</p> <ul style="list-style-type: none"> No report <p>Government Activities (National) - Kinga Porst</p> <ul style="list-style-type: none"> No report <p>Historian - Melonee Jenkins</p> <ul style="list-style-type: none"> No report <p>Honors and Awards - Andrew Rhodes</p> <ul style="list-style-type: none"> No report <p>Membership - Ryan Westlund, Mike Morder</p> <ul style="list-style-type: none"> PAOE membership growth goal not met for prior year, attributed to large volume of membership lost as of 06/30, which is the old membership termination date. <p>Newsletter - Jon Rumbaugh</p> <ul style="list-style-type: none"> The first newsletter of the year will be a hard copy mailed to members. Content deadline is August 21. ACTION: Committee chairs to send content (pictures, discussion) for first newsletter to Jon by August 21st. Idea proposed to publish tech awards winners along with general award description and requirements Discussion regarding possibility for going electronic only. Paper copies identified as important for senior membership for event schedule. <p>Programs - Nick Barrett, Mike Hoffacker</p> <ul style="list-style-type: none"> See item 2. <p>Reception - Erin Miller, Lauren Zelinski</p> <ul style="list-style-type: none"> ACTION: Knowledge transfer to occur between David and Erin. Mike M. has an adequate supply for the year <p>Refrigeration</p> <ul style="list-style-type: none"> No report 	Closed

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	<p>Research Promotion - <i>Bryan Oliva, David Yankovich</i></p> <ul style="list-style-type: none"> No report <p>Student Activities - <i>Mikelann Scerbo, Michael Spencer</i></p> <ul style="list-style-type: none"> ACTION: Mikelann to pursue alternative activities. Met with student chapter from UMD (email attached below), requesting funding for chapter meetings, since UMD did not approve any funding for them this year. Option to issue check to chapter account (preferred) or reimburse expenses. Idea proposed to get the students involved as volunteers in return. To be voted on at a future BOG. <p></p> <p>Fwd 答复 Fan donation to umd.ms</p> <p>Sustainability - <i>Amy Boyce</i></p> <ul style="list-style-type: none"> Amy and Dunstan to propose developing official Sustainability guidelines for the committee with society <p>Technology Awards - <i>Erin Miller</i></p> <ul style="list-style-type: none"> Tech awards update: Five submissions received, w/ four moving on to national. One deferred to next year due to time constraints for long form submission. <p>Website - <i>Lauren Zelinski</i></p> <ul style="list-style-type: none"> ACTION: All committee chairs to update content for assigned committee, check dead links. Send changes to Lauren in word format <p>Winter Party</p> <ul style="list-style-type: none"> Looking for a volunteer to plan this event. Contact Laura if you are interested. <p>Women in Engineering (WiE) - <i>Laura Pica, Israa Ajam</i></p> <ul style="list-style-type: none"> Jen Leach applied for society level support for WiE Local committee anticipating ~3 networking events and panel discussion <p>Young Engineers in ASHRAE (YEA) - <i>Jon Rumbaugh, Dan McGee</i></p> <ul style="list-style-type: none"> No report 	
8	<p>Old Business</p> <ul style="list-style-type: none"> None 	Closed
9	<p>New Business</p> <p>2015-2016 Monthly Meeting Contract</p> <ul style="list-style-type: none"> The hotel has increased meeting costs for 2015-2016 substantially (~30%). To compensate for this increase, decisions need to be made on (1) cost to members and (2) sponsorships. A detailed email was distributed to board members on June 24, 2015. VOTE: Omar motions the below rate and sponsorship changes. Amy seconds. Motion fails 3-5-0. New rate structure and sponsorship proposed as follows: <ul style="list-style-type: none"> Dinner: rate increase by \$5 (across all rates) PES: rate increase by \$5 (across all rates) Sponsorship: include two sponsors at \$750 (Half/Full Sponsorship) VOTE: Ryan motions the below rate and sponsorship changes below. Jeff seconds. Motion carries 7-1-0. New rate structure and sponsorship proposed as follows: <ul style="list-style-type: none"> Dinner: rate increase by \$5 (across all rates) PES: rate increase by \$10 (across all rates) 	Closed

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	<ul style="list-style-type: none"> ○ Sponsorship: include two sponsors at \$800 (Half/Full Sponsorship) ● <u>Discussion about season tickets</u> <ul style="list-style-type: none"> ○ VOTE: Amy motions for season ticket cost to include pre-registration rates (at new rate structure) for 5 of 6 meetings (one free). Omar seconds. ○ Morgan moves to amend motion to increase dinner season ticket price to cover and include MCA meeting (+\$25). Amendment to motion carries 6-1-1 ○ Motion carries 7-1-0 <p>Morgan proposes pursuing involvement with more professional societies (e.g. ASHE)</p> <p>Discussion about the possibility to implement an open sponsorship in the future. Tabled.</p>	
10	<p>Adjourn</p> <ul style="list-style-type: none"> ● Next Meeting Info / Upcoming Events: BOG Aug. 19th @ AHRI ● Meeting adjourned at 8:15 p.m. 	

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.