

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

August 19, 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	
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	Mary Opalka			
Finance	Jeff Colby		jcolby@southlandind.com	
Golf Outing	Andy Tech			
Gov't Activities – Local	Roger Chang			
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	x
Membership	Mike Morder		mmorder@southlandind.com	x
Newsletter	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	
Programs	Nick Barrett		nbarrett@chesapeakeys.com	
Programs	Michael Hoffacker		michael.hoffacker@smithgroupjjr.com	x
Reception	Erin Miller		ecmiller@southlandind.com	
Reception	Lauren Zelinski		lzelinski@ahrinet.org	
Refrigeration	TBD			
Research Promotion	Bryan Oliva		bryan.oliva@wspgroup.com	x
Research Promotion	David Yankovich		dyankovich@victaulic.com	
Student Activities	Mikelann Scerbo		mikelann.scerbo@gmail.com	x
Student Activities	Michael Spencer		michael.spencer@carrier.utc.com	
Sustainability	Amy Boyce		aboyce16@gmail.com	
Technology Awards	Patti Gunderson			
Website	Lauren Zelinski		lzelinski@ahrinet.org	
Winter Party	Erin Miller, Amy Boyce			
Women in Engineering	Laura Pica		lpica@ghtltd.com	
Women in Engineering	Israa Ajam		israaa@2rw.com	x
YEA	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	
YEA	Dan McGee		dan.mcgee@smithgroupjjr.com	
Guest	Marissa Caldwell			
Guest, Region III RMCR	Dunstan Macauley			

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Item #	Discussion Item	Status
0	Meeting called to order at 6:05 p.m. Quorum was present with 09 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 – Alec Petrillo-Groh <ul style="list-style-type: none"> • Previous minutes' action items and votes are reviewed with the BOG and Committee Chairs. • ACTION: Change to rates to be summarized in September Capitaire • Modify Omar's email to read "ohawit@wrldesign" • Modify date of previous minutes to "June" 25, 2015 • VOTE: Morgan motions to approve the July 15th, 2015 BOG Meeting minutes, as revised. Ryan seconds the motion. Motion carries unanimously. 	Closed
3	Treasurer's Report – Morgan Stevens <ul style="list-style-type: none"> • The following items were submitted to the BOG & Committee Chairs for review prior to the meeting: <ul style="list-style-type: none"> ○ 2015-2016 Expense Reimbursement Request Form ○ Treasurer's Report, dated 19 Aug. 2015 ○ 2015-2016 Budget (Draft) • Morgan delivers treasurer's report. Roughly \$8,000 in unallocated funds. Does not factor CRC expenses (Jeff: \$6,600 last year). Reminder to submit CRC expenses. 	Closed
4	Program Meeting Update – Nick Barrett <u>September Meeting</u> <ul style="list-style-type: none"> • Dinner Meeting - Solar Thermal – Dr. Gravely (confirmed) • PES – Ice Thermal Storage <ul style="list-style-type: none"> ○ Eric Berkowitz confirmed. Concerns for commercialism had arisen, based on preliminary review of the presentation slides. Presentation could be cleaned up and a focus on controls added to fill space. Dunstan expresses concerns regarding the timeframe for the original speaker to address the commercialization issues. Option to move October PES to September as a potential fallback. ○ As a possible alternative, another speaker was pursued, who has a vetted presentation on the topic, which is being delivered at ASHRAE's winter meeting this year. Concerns over duration (1.25 hrs. currently). Could extend a Q&A session. Omar proposes the possibility of switching the dinner and PES topics/speakers, based on his interaction with the dinner speaker in year's past. ○ Jeff clarifies the chapter vetting procedures for presentations: to be submitted to programs chair for review 1 week from the 	Open

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	<p>meeting date. Dunstan clarifies that ASHRAE's strict commercialization policy is outlined on the ASHRAE website. Ryan suggests providing this to all potential speakers.</p> <ul style="list-style-type: none"> • ACTION: Nick to work with original speaker and get a scrubbed draft copy for early review. <p>October Meeting</p> <ul style="list-style-type: none"> • Dinner Meeting – Ethics – Jen Leach (to confirm with Laura) • PES – Basics of Engineering – Jesse Fisher (confirmed) • In addition to being a Membership meeting, it is proposed that the October meeting also be a Women in Engineering (WiE) night <ul style="list-style-type: none"> ○ Laura discusses possibility of offering a discount to women that night, to reflect the cited income disparity between men and women. ○ Mike M. suggests advertising this simply as a discount to WiE members. ○ Omar proposes possibly allocating a percentage of the revenue and earmarking for the WiE committee. ○ Discussion tabled. October will be a WiE night, in addition to a Membership night. ○ ACTION: WiE to pursue options that call attention to the intended issue, while adhering to ASHRAE policies and accounting practices. 	
5	<p>Chapter Regional Conference (CRC) – Laura Petrillo-Groh</p> <ul style="list-style-type: none"> • Expense report template has been provided for approved expenses (submit within 90 days of incurred expense). • NCC won the sore foot award for the third year in a row, based on number of attendees and miles travelled. • ACTION: CRC awards to be highlighted in Capitalaire and at September meeting • Congratulations Stephen, Mikelann, Mary, Amy for their awards at the CRC! • Reminder: his name is “Stephen” Niez • Discussion regarding recognizing Dr. Ohadi's award. Dunstan proposes recognizing him in the spring (after receiving his award). • CRC 2015-2016 to be held in Philadelphia on Aug 18th-20th 	Closed
6	<p>HVAC Essentials Course – Laura Petrillo-Groh</p> <ul style="list-style-type: none"> • Mikelann Scerbo is attending and has completed the first day of the three day course. Good feedback received so far. • 47 attendees (only 9 were registered as of 3 weeks prior). • National Capital Chapter to receive an undisclosed portion of the revenue. • ACTION: Laura to pull biographies of event lecturers for the Capitalaire 	Closed
7	<p>Committee Reports:</p> <p>C.K. Memorial Scholarship</p> <ul style="list-style-type: none"> • No Report 	Closed

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<p>CTTC - <i>Jeff Colby</i></p> <ul style="list-style-type: none"> • No Report <p>Engineers Week (E-Week) - <i>Mary Opalka</i></p> <ul style="list-style-type: none"> • No Report <p>Finance - <i>Jeff Colby</i></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) – <i>Roger Chang</i></p> <ul style="list-style-type: none"> • No Report <p>Government Activities (National) - <i>Kinga Porst</i></p> <ul style="list-style-type: none"> • No Report <p>Historian - <i>Melonee Jenkins</i></p> <ul style="list-style-type: none"> • No Report <p>Honors and Awards - <i>Andrew Rhodes</i></p> <ul style="list-style-type: none"> • No Report <p>Membership - <i>Ryan Westlund, Mike Morder</i></p> <ul style="list-style-type: none"> • Ryan assigns his membership committee: Mike Morder, Mikelann Scerbo, Michael Spencer, Jon Rumbaugh, Israa Ajam • Discussion is held regarding the assignment of sponsors for new YEA members (uncapped PAOE point potential). <p>Newsletter - <i>Jon Rumbaugh</i></p> <ul style="list-style-type: none"> • ACTION: BOG and Committee Chairs, please provide all content to be included in the September Capitalaire by Friday, August 21st. • See previous September editions for ideas <p>Programs - <i>Nick Barrett, Mike Hoffacker</i></p> <ul style="list-style-type: none"> • No Report <p>Reception - <i>Erin Miller, Lauren Zelinski</i></p> <ul style="list-style-type: none"> • No Report <p>Refrigeration</p> <ul style="list-style-type: none"> • No Report <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"> • No Report <p>Sustainability - <i>Amy Boyce</i></p> <ul style="list-style-type: none"> • No Report <p>Technology Awards - <i>Patti Gunderson</i></p> <ul style="list-style-type: none"> • No Report 	
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	<p>Venue – Omar Hawit</p> <ul style="list-style-type: none"> • New temporary committee, tasked with investigating possible new chapter meeting venues. • ACTION: For those interested in volunteering or joining the Venue Committee, please reach out to Omar Hawit. <p>Website - Lauren Zelinski</p> <ul style="list-style-type: none"> • Committee chairs are responsible for reviewing committee content on the chapter website and making updates as necessary. Ryan's membership page is a good example to reference. • ACTION: All Committee Chairs and BOG, please review web content for your area of assignment and submit new content (in word format) to Lauren Zelinski before the September meeting. • ACTION: For those interested, please submit headshots to Laura for the website. <p>Winter Party - Erin Miller, Amy Boyce</p> <ul style="list-style-type: none"> • No Report <p>Women in Engineering (WiE) - Laura Pica, Israa Ajam</p> <ul style="list-style-type: none"> • No Report <p>Young Engineers in ASHRAE (YEA) - Jon Rumbaugh, Dan McGee</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><u>Budget Discussion</u></p> <p>The following minutes do not capture all edits made to the draft budget during the meeting. Additional edits were captured in a draft budget excel file.</p> <ul style="list-style-type: none"> • <u>General:</u> A spreadsheet comparing the 2014-2015 Actual Budget vs. 2015-2016 Proposed Budget is reviewed. Morgan presents logic for the draft budget line items that did not have committee input: Prior year's methodology was applied to anticipated data for the coming year (e.g. attendance x rate). • <u>Chapter Dues:</u> Discussion held regarding increasing chapter dues to \$50 starting in January 2016. Dunstan clarifies that chapter dues can only be updated with the society year (i.e. July 1st). Discussion tabled, to be discussed later in the year. • <u>Women in Engineering (WiE):</u> Israa requests \$2,000 for WiE. • <u>Directory:</u> Budget income to be adjusted for items received in 2015-2016 year 	Open

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	<ul style="list-style-type: none">• <u>Venue Committee:</u> no funds requested• <u>Chapter Scholarship:</u> This has historically been for NOVA students (500 per student), though we have received no applicants in recent years. Dunstan recommends not budgeting for an endowment (Catholic) until it has been approved. To be proposed by student scholarship committee. <u>ACTION:</u> NOVA connection to be revitalized.• <u>Newsletter:</u> <u>ACTION:</u> Jon to get quote to confirm Capitalaire budget• <u>Venue:</u> <u>ACTION:</u> Laura to reach out to solidify an MCA meeting fee (Jeff to provide MCA contact info) <u>ACTION:</u> Laura to confirm the hotel deposit clause in our venue contract• <u>Speaker's Gifts:</u> Speaker's gifts already procured. No budget requested.• <u>Speaker Budget:</u> Jeff clarifies that this is typically reserved to cover Distinguished Lecturers' (DLs') locale expenses, since most other speakers have their expenses covered within their respective organizations. Honorariums are required by some DLs (listed on ASHRAE website), which we typically try to avoid. Our chapter accommodates a DL's arrangements to the extent necessary (e.g. picking up from airport, booking accommodations, etc.). DLs who book their own accommodations are expected to follow ASHRAE's guidelines for reasonable expenses.• <u>Network Solutions:</u> Renewed for 3 years (Star Chapter)• <u>Student Activities:</u> Budget items are reviewed with Mikelann. The \$1,200 budgeted for Student Meeting Expense will cover the previously requested funding for UMD and CUA student chapter expenses. Mikelann requests an increase in student winter meeting budget from \$1,200 to \$1,800 to cover a third student's attendance.• <u>President's Fund:</u> \$500 requested for new signage for Discover Engineering Family Day. <u>ACTION:</u> Laura to work with Morgan to identify additional budget needs for President's Fund.• <u>Sustainability:</u> Amy Boyce requests \$120 for Sustainability.• <u>Closing Items:</u>	
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	ACTION: Laura to work with Morgan to incorporate edits and balance the 2015-2016 budget. To be sent out for board/committee review prior to next BOG, where it will be put to vote for approval.	
10	Adjourn <ul style="list-style-type: none">• Next Meeting Info / Upcoming Events: BOG – Wednesday, September 23, 2015 @ AHRI• Meeting adjourned at 8:45 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.