

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

September 23, 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	
Governor #3	Ryan Westlund		ryan.westlund@rehau.com	x
Governor #4	Nick Barrett		nbarrett@chesapeakeys.com	
<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	
Honors and Awards	Andrew Rhodes		arhodes@southlandind.com	
Membership	Ryan Westlund		ryan.westlund@rehau.com	
Membership	Mike Morder		mmorder@southlandind.com	
Newsletter	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	
Programs	Nick Barrett		nbarrett@chesapeakeys.com	
Programs	Michael Hoffacker		michael.hoffacker@smithgroupjjr.com	
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	
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	Patti Gunderson			x
Website	Lauren Zelinski		lzelinski@ahrinet.org	
Winter Party	Erin Miller			x
Winter Party	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	

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<u>Item #</u>	<u>Discussion Item</u>	<u>Status</u>
0	Meeting called to order at 6:05 p.m. Quorum was present with 07 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"> • Modify Item 0 to “09” of 10 board members. • Check Ryan Westlund as “In Attendance” under his governor position. • VOTE: Omar motions to approve the August 19th, 2015 BOG Meeting minutes, as revised. Stephen seconds the motion. Motion carries unanimously. 	Closed
3	Treasurer's Report – Morgan Stevens <ul style="list-style-type: none"> • Morgan presents treasurer's report, outlining current balances in the accounts. • Discussion is held regarding the deposits paid prior to each meeting. Morgan outlines September meeting expenditures and timeline. • ACTION: Laura to double check fees against contract. • Discussion held regarding the closing of the bar at meeting socials. Reception initially identified, but defers to Treasurer. • ACTION: Treasurer to be responsible for closing bar at future meetings. • Discussion is held regarding opportunities to save money at meetings. Purchasing own AV equipment identified as a possibility. Contract has a clause requiring ~25% of AV charges paid, even if own equipment is used. Discussion tabled for future discussion. 	Closed
4	Program Meeting Update – Nick Barrett <p><u>October Meeting</u></p> <ul style="list-style-type: none"> • October 7th • PES – Psychrometrics 101 – Jesse Fisher • Dinner Meeting – Ethics – Jen Leach • PDHs will be available for PES and Dinner • October Sponsorship: Chesapeake Systems & Mitsubishi <p><u>November Meeting</u></p> <ul style="list-style-type: none"> • November 12th • MCA (Mechanical Contractors Association) Trade Show @ Bethesda North Marriott <p><u>December Meeting</u></p> <ul style="list-style-type: none"> • ACTION: Contact speakers for December to get bio and topics, so invite may be sent out early • Wastewater heat recovery for PES, Morgan and Nick to review for length and content 	Open

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	<ul style="list-style-type: none"> Contact at NIST as a possible alternate for dinner presentation if needed 	
5	<p>2015-2016 Budget – Morgan Stevens and Laura Petrillo</p> <ul style="list-style-type: none"> Income and Expenses of proposed budget reviewed. Income does not reflect proposed dues increase. Lump committee budgets not broken down into detail, to be spent at committee’s discretion. Directory budget reduced conservatively, based on printer estimates. Anticipating more money to be left over after closing out. To be reallocated. <p>VOTE: Omar motions to approve the proposed 2015-2016 Budget, as revised. Jeff seconds the motion. Motion carries unanimously.</p>	Closed
7	<p><u>Committee Reports:</u></p> <p>C.K. Memorial Scholarship</p> <ul style="list-style-type: none"> No report <p>CTTC - Jeff Colby</p> <ul style="list-style-type: none"> MBO call scheduled with Steve Piccolo ACTION: Chairs to send draft MBOs to Laura <p>Engineers Week (E-Week) - Mary Opalka</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) – Roger Chang</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"> October meeting will be a Membership Promotion Night. ACTION: Ryan to send Laura a three (maybe two) sentence blurb to be included in chapter email blast. MBO submitted and approved. Bob Finkboner will be present at the October 7th meeting. <p>Newsletter - Jon Rumbaugh</p> <ul style="list-style-type: none"> BOG and Committee chairs to submit any articles to be included in the newsletter by Friday, Sept. 25th by COB (Cc: Laura). Newsletter to be sent out Tuesday, Sept. 29th. 	Closed

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	<ul style="list-style-type: none"> • Discussion held about getting BOGs scheduled earlier in month to get more time to develop newsletter articles. <p>Programs - <i>Nick Barrett, Mike Hoffacker</i></p> <ul style="list-style-type: none"> • See Program Meeting Update (Item 4) <p>Reception - <i>Erin Miller, Lauren Zelinski</i></p> <p><u>September Meeting</u></p> <ul style="list-style-type: none"> • PES – 50 people registered, 54 in attendance • Dinner - 78 people registered, 75 in attendance (8 walk-in, 11 no-show) • Roughly 7 of 11 no-shows had paid. Discussion held regarding people pre-registering without payment. Ryan thinks the current convention is okay the way it is; usually works in our favor. Erin to bring up for discussion again if we start losing money. • 10 season tickets used at September meeting (vs. 9 in Aug.) • Based on room availability, max of 80 people for dinner at the Oct. meeting • Erin suggests setting registration cutoff at 75 people, leaving some room for walk-ins • ACTION: Laura to ask Lauren to set up registration limit <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"> • Bryan sent out an email for full circle donations • Joint YEA / RP social planned. Considering structuring ticketing differently to raise money for RP. • Nick mentions separate scholarship goal for RP chair. Scholarship goal ~\$500 - ~\$600. May be covered by full-circle donations if scholarship option is selected. <p>Student Activities - <i>Mikelann Scerbo, Michael Spencer</i></p> <ul style="list-style-type: none"> • No events currently set (hopefully something October) • Talking with Maury Elementary about an after school program. May send survey for volunteer availability. • Meeting with UMD to be held • WIE Tech Bridge (more info to come). Presentation geared around women and career paths, challenges, etc. • Looking for anyone with contacts at Arlington County or DC schools • ACTION: Omar has a contact for Mikelann • Suggestion from Loudon County school employee → day for students to visit offices • Patti: opportunities for judges at stem fairs (K-12), local and district-wide (DCPS). Future City is another volunteer opportunity, as a judge or engineer mentor. Team of students in middle school, 2-6 people. Teacher as coach. Need mentors (on call). See Future City volunteer handbook. Teams formed in Fall. • ACTION: Mikelann to reach out to contact at Future City • ACTION: Patti to send contact for DCPS (Science Fairs) • ACTION: Patti to send her new contact info (leaving SmithGroup) <p>Sustainability - <i>Amy Boyce</i></p> <ul style="list-style-type: none"> • No Report 	
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	<p>Technology Awards - Patti Gunderson</p> <ul style="list-style-type: none"> No Report <p>Venue – Omar Hawit</p> <ul style="list-style-type: none"> Anyone who would like to volunteer or who has a venue idea should contact Omar. Morgan, Amy, and Omar to compile venue data for review. Follow through the end of the year to announce. Plans to survey members, once locations are narrowed down. <p>Website - Lauren Zelinski</p> <ul style="list-style-type: none"> No Report Omar identifies dead links on website ACTION: committee chairs to update respective sections <p>Winter Party - Erin Miller, Amy Boyce</p> <ul style="list-style-type: none"> Erin received materials. Amy and Erin to discuss. Venue likely to remain the same (Hotel Monaco, Alexandria) Laura can help with contacts <p>Women in Engineering (WiE) - Laura Pica, Israa Ajam</p> <ul style="list-style-type: none"> Event in October. Invite forthcoming → targeting Capitalaire and chapter meeting invite. Discussed possibility of a discount, but concerned with dues hike timing. Morgan likes Omar's idea to take proceeds to subsidize. Erin prefers bringing attention without monetary subsidies, etc. Invite to include WiE members → sending email on Sept. 24th ACTION: Israa to provide short write-up for Capitalaire <p>Young Engineers in ASHRAE (YEA) - Jon Rumbaugh, Dan McGee</p> <ul style="list-style-type: none"> No Report <p>ACTION: Reminder to log PAOE points by end of month to meet par.</p>	
8	<p>Old Business</p> <ul style="list-style-type: none"> ACTION: Ryan to bring up tabled discussion from August 19th meeting in October. 	Closed
9	<p>New Business</p> <p>Upcoming Deadlines for Capitalaire Content – Email Jonathan Rumbaugh, Cc Laura</p> <ul style="list-style-type: none"> Oct 23rd by COB - November Newsletter November 30th by COB - December Newsletter <p>Upcoming Meetings</p> <ul style="list-style-type: none"> October 14th @ 6PM - BOG Meeting (call-in) November 18th @ 6PM - BOG Meeting (call-in) 	Open
10	<p>Adjourn</p> <ul style="list-style-type: none"> Next Meeting Info / Upcoming Events: BOG – Wednesday, October 14, 2015 → Phone Call Meeting adjourned at 8:00 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.