

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

January 18, 2017



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@wrldesign.com	x
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	
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	x
Reception	Bridget Norton		bridget.norton@jci.com	
Reception	Drew McPheeters		amcpheeters@hvac.me.com	x
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@wrldesign.com	
State and Municipal	Roger Chang		rchang@wrldesign.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	x
Research Promotion	David Yankovich		dyankovich@victaulic.com	x
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
Student Activities	Michael Spencer		michael.spencer@carrier.utc.com	
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Electronic Comms	Erin Miller		ecmiller@southlandind.com	x
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Directory	Melonee Jenkins		melonee.jenkins@smithgroupjjr.com	x
Historian	Melonee Jenkins		melonee.jenkins@smithgroupjjr.com	x
YEA	Dan McGee		dan.mcgee@smithgroupjjr.com	

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YEA	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	x
Sustainability	Kirsten Burk		kburk@wrltdesign.com	
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	x

Item #	Discussion Item	Status
0	Meeting called to order at 6:15 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 December 15, 2016 BOG Meeting minutes. Ryan W. seconds. No opposition. Motion carries unanimously. 	Closed
4	<u>Committee Reports</u> CTTC – Nick B & Ryan W <ul style="list-style-type: none"> Mike provided update before he left. We are pretty much good. Just not sure about if someone does ASHRAE certifications. How do we find that out? – Omar – We typically just ask them. Right now members have to put it in their bio. Also, how do we find out if someone has a publication through ASHRAE? We are not sure how to capture these people and make them feel more included and call it out in chapter meetings. Open to suggestions on how to find this info out. Mike to reach out to national (Rhiannon and Dan) to see if they track this. We have a lot of awards (Tech Awards, Membership, etc.) that fall under CTTC so we need to organize all of them to ensure our members are recognized. Our Programs are not finished. We need to finish this ASAP. 2nd half (\$800) of sponsorship for February (High Performance Building – PES and Refrigerants - Dinner) Ilona to reach out to former employer and Lauren to check with AHRI. We also need a March speaker for either PES or Dinner. The issue is that we have increased the sponsorship to \$1000. Last year we only had one single sponsor meetings. The rest were dual sponsor meetings. The issue is the cost to sponsor has increased. We are on track for half to be single sponsors and half dual. April we have speakers lined up. PES to have one or two. Dinner has one. Program Meeting Update – Mike H. & Erin M. <ul style="list-style-type: none"> Monthly Programs – Mike H. & Erin M. <ul style="list-style-type: none"> ➢ March – Ryan W. will take either PES or Dinner. Nick could potentially fill other slot. ➢ If we have money allocated we could use another DL. Erin will work with Mike to look into this. Estimated expenses is \$400 for a DL to present. Mike also has a potential speaker from the Biomass Energy Conference but they have been unresponsive. The conference is in Burlington, VT but some attendees/speakers are coming from near the Washington DC area. ➢ April – We have speakers but one of the PES speakers might not have a full presentation. Morgan to reach out to Mary if Baumann is interested. Thought is to use Geotechnical Ground expert to discuss their field for a half hour or so. WiA (Stacy Gregory) is slated for the Dinner. Laura to check if she is confirmed. Could also reach out to Dave Hoffman. Summer Tour – Patti G. <ul style="list-style-type: none"> ➢ Waiting on responses from BBQ guy and Brewery co. for the tours but has not 	Open

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	<p>heard anything as far as the date not being a problem. Awaiting confirmation before advertising.</p> <ul style="list-style-type: none"> ➤ Needs advice from board on how hard we want to hit the advertising and how to approach the travel situation. Omar says to put in newsletter and open registration on website once we have confirmation. Sponsorship search can begin now as long as not in conflict with Golf Tournament advertising. Golf Tournament is the first Wednesday in May. Tournament will fill up in a couple weeks so should not be a conflict with Brewery tour. Events will be in same week but should not be a problem since Tour is on a Friday. ➤ Discussion ensued on whether family members can come as well. Patty to look into upper limit on capacity based on cost per head per food. There should not be a problem inviting family members as well. ➤ Patty to form a small subcommittee to get a consensus on how to move forward. Ryan and Jeff to join subcommittee. ➤ Next Newsletter to include same generic advertisement. ➤ Received confirmation from venue that May 5th should work. ➤ <i>Total bill likely to be around \$3000 which includes transportation, drinks and barbecue dinner. Need to figure out how to approach sponsorship versus what individuals pay. An existing budget does exist but ideally we would have a sponsor or two to reach the total cost. Question is what kind of a response/interest do we want to see from members before we move forward with final pricing and sponsorships?</i> ➤ <i>Ad went out in the last newsletter and members noticed.</i> ➤ <i>Goal is to get \$1000 sponsored. Discussion ensued regarding when to ask for sponsorship. Golf Tournament is in May and sponsorship requests usually go out right after the Winter Party. Sponsorships range from \$100 (Single Hole Sponsor) to \$2500 (Single Tournament Package).</i> ➤ <i>Could cut costs by eliminating bus and using money towards Uber (shared rides) or have everyone get their own transportation.</i> ➤ <i>Morgan to look into getting money for transportation from Refrigeration since it is relevant. The HIRL has the largest cold room facility. Patty to reach out to HIRL and find out more info (design firm, capacities, etc.) to use in securing money from Refrigeration. Chapter Opportunity Fund may also be used. Patty to provide more details on HIRL facilities as well as pricing breakdown to be used in soliciting money.</i> ➤ <i>Patty to begin booking.</i> ➤ <i>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.</i> ➤ <i>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.</i> <ul style="list-style-type: none"> • GSA Brown Bag Luncheon – Kinga G. (not on call, Omar filled in) <ul style="list-style-type: none"> ➤ Due to an election year GSA has been swamped and cannot make this happen at this time. Omar to reach back out to Kinga in February. • Winter Party – Marissa C., Erin M. <ul style="list-style-type: none"> ➤ We are all planned out with 9 tables confirmed. ➤ We provided catering staff with our final numbers. ➤ Working on getting final names for each company. ➤ ASHRAE purchased half a table. Not full yet. Anyone that does not have an invitation can email Omar separately. ➤ ATS has not given a list of name but purchased two tables. ➤ Reception starts at 6pm. Open bar until 7:30pm. Buffet dinner starts at 7:30pm. Open bar turns into cash bar during dinner. Music played throughout reception and 	
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- dinner.
- No outstanding issues.
- Omar to send reminder to all sponsors that have not provided names to Marissa.
- Marissa to get payment deadline details this week from venue.

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

- **Treasurer's Report**

- We are doing ok I believe. Alec is doing a great job. – Morgan
- Please look at your individual committees report and see if you are on budget - Omar
- **Status**
 - **Checking:** \$25,883.76
 - **Scholarship Checking:** \$7,378.57
 - **CRC2017 CD:** \$18,608.29
 - **Reserve CD:** \$14,926.05
 - **Short Term Reserve CD:** \$10,050.52
- Currently we are sitting at \$30,900.
- Alec to look into comparing current budget to where we were last year at this point
- 101% of Capitalaire has been used
- Chapter meeting expenses is at 40% at half way through the year so on par.
- Speaker travel expense = 22% used so have a bit of a reserve (\$1350 remaining)
- MCA Meeting – Still need to collect invoice and pay out but right at %600
- Directory – No expenses or income. Will follow up with Melonee
- Website – Have used up budget just on renewal
- Summer Tour - \$3000 budgeted but no expense yet
- BOG Meetings – Have used 17%
- Presidents and Tech Awards are yet to be expensed
- Student Activities – Budget of \$6200 and have expensed \$2600. \$2500 was for DEFD.
- Membership Training – Still have \$400 budgeted and available
- Reception Committee – Have used 60%
- Research Promotion – Have \$500
- President's Fund - \$2000 available as no expenses have occurred. Usually covered for miscellaneous items (slush fund) to be used at Presidents discretion
- Student Scholarship – Charges against gift cards and raffle tickets but not much
- Golf - \$45,000 budgeted and no expenses
- Sustainability Committee – Not used yet but have \$775 available
- Summer Tour – Have \$2000 as an income and \$3000 as an expense
- Winter Party – Have a deposit of \$1800 on the books but will be a net zero in the end
- Accountant Taxes – Nothing incurred yet. Morgan met with accountants but charges have not been hit yet.
- YEA Leadership Training – Have \$1500 in the budget and not used yet. Are these funds open to YEA Training 2.0? Omar – We already found people for the 1.0 and have said yes to 1 for the 2.0.
- CRC – Reimbursables are at 105%
- Regional Payment – Higher than anticipated. Still have \$1000 budgeted for incoming officer training next fall
- Finance Committee – at 75% of the \$550
- State Registration Fees – expecting \$250
- WiA – Have \$1000 for sponsorship for an event, just need to know how to invoice. Settled.

Tech Awards – Patti G.

- Kept same deadline as last year which is May 1st. If we get a lot of applications before this we will have ample time. If we don't get a lot of response we can extend the deadline and reach out more often. Expecting more than a handful this year. Made a big deal of each at the Region III meeting as well as Fall PES/Dinner. Also advertising in the Newsletter. This

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advertising should encourage more entries due to the publicity.

- Starting in January Newsletter added in May 1 application deadline and will continue to add a little more in each Newsletter. Patty plans on coming to the Sustainability Meeting and if so, will make an advertisement in person.
- Patty to touch base with Ryan regarding Tech Award and PAOE points.

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

- Mike just sent out another delinquency list to everyone and added people's names to it. Encouraged everyone to reach out to the people they are assigned to. Please reach out to these people and get them to renew their membership as much as possible.
- We currently have two more members than we normally have at this time of year. We have 61 new members. Of those 23 are YEA members. Suspect half of these YEA members are WiA members.
- We have had 72 people resign/leave the chapter during the year. Encouraged everyone to reach out to anyone on the distributed list to make an effort to convince them to join.
- Goal is to get our numbers at least back to even.
- The UMD joint meeting in April is an opportunity for new members. Could also bring in Catholic U. Goal is to sync up with Student Activities to encourage students to join.
- The distributed list does have a number of AHRI employees. Lauren mentioned that those members that have left AHRI will most likely not join but new AHRI employees will.
- Next year we should avoid Spring Break for student involvement events/presentations.
- Plan for call-a-thon in the Spring.

YEA – *Dan*

- Feedback – “Pretty awful!” – Anonymous committee chairman. No appetizers, drink tickets or sign in. There was an open bar and ability to get any food you wanted but there was no organization or mingling. The sponsorship was covered (JCI) but only about half the people showed up.
- Continental in Rosslyn has always been popular. Discussion ensued about keeping one event at Continental then rotating the other events.
- Discussion ensued about combining YEA with other “young” organizations in the local industry.
- Future events should gather contact info for all in attendance.
- Spring event is planned. Possibly two.

Reception – *Bridget & Drew*

- No report.
- Marissa does not need info from Reception.

Sustainability – *Kirsten*

- We still need 4 volunteers for the February 11th (8:45am-3:15pm) in Reston. Build Day with Habitat for Humanity.

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

- February is very active because it is National Engineering Week.
- DEFD is on the 18th of February from 10am – 4pm. Sign-Up sheet will be distributed to the board and membership.
- Luncheon for Engineers Week occurs in February as well. Sign-Up sheet will be distributed to the board soon for attendance requests. Table is typically for 8-10 people.

Electronic Communications (ECC) – *Lauren & Erin*

- We have unanswered emails from Baltimore Chapter to post job opportunities on our website. Typically we only let members post. Board vote is to maintain policy and require anyone interested in posting a job to be a member.

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

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- Trivia night has low interest thus far. Event takes place on Groundhogs Day (Feb. 2nd). Issue may be that it occurs the day after ASHRAE.
- Date is two weeks away and we have not locked down sponsorship or full attendance. Location is Sign of the Whale in DC. Details are ironed out but date is suspect due to ASHRAE Society Conference.
- Thought now is to postpone to March. Thursday is the preferred day of the week. March 2nd appears to be a good date.
- 4/25 (Tuesday) Whitlows in Clarendon – Cornhole Tournament. \$50 per team. Will send out email with new rules prior to meet.
- Poker Tournament – 5/20 (Saturday) \$200 per seat. Licensing has changed in DC area for this type of event. This is our event and is a fundraiser. Money comes into chapter as a donation. Committee to ensure 501C-3 does not void our non-profit status.
- \$9511 of \$34200 so at 27.8%. Just missed 30% for PAOE points. Even after the golf target we are \$14,000 shy of our goal.
- Golf Tournament – Tournament Sponsor can be raised. Could also potentially utilize sponsorship levels but not likely to get anything over \$5000.
- HavTech holds a golf tournament as well but this year it will not be in the same week. Mike is in contact with the HavTech golf tournament chair and working on interest/price for HavTech. Currently at \$1100 for a foursome.
- Every year on the flyer we say that funds go towards RP but if we say this we are limited where the money goes. Discussion will ensue next year on how to advertise appropriately so funds can be used towards RP and others.

Women in ASHRAE – Laura M., Israa, Ilona

- Upcoming event on Wednesday Feb 15th at Arlington Rooftop. Scheduled and online registration is open.
- During January conference in Vegas there is a WiA breakfast on Monday morning. No cost but have to register in advance.
- New opportunity for people interested in mentoring high school students. Goal is to discuss a potential career in engineering and STEM. Looking for professionals in the area to talk at a school in Alexandria in March.
- Looking ahead. Next year, will be enlisting help for WiA committee because Laura has been asked to be a committee chair with a similar committee with USGBC. Will talk about Regional gathering with Eastern states and grow WiA. WiA ASHRAE has really evolved and other societies are taking notice and asking our committee chairs to do the same in their chapters.
- Israa is still in Texas. She is working on a commissioning project and taking a backseat for the rest of the year.

PAOE Points – Jeff C.

- No update.
- We are above minimum and par in Chapter Ops, CTTC, Grass Roots Government (100 more pts to go).
- Historical Criteria – Still need more info to be entered by historian. Beat minimum but 75 shy of par.
- Membership Promotion has exceeded par. Good work.
- RP is all entered by society. We are entering in at 505. Below par (800) and minimum (1050).
- Student Activities is 15 points shy of par
- Everyone log in and make your updates. If you cannot log in or have trouble please contact Jeff.
- Overall we are in pretty good shape for being halfway through the year.
- PAOE is one of the few tools that society has to compare chapters so it is important to update your committees points
- We are currently leading the way for Region III!

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	<p>Government Activities – Roger (not on call, Omar filled in)</p> <ul style="list-style-type: none"> • Primary phase of 2017 Energy and Green Energy code has been completed. Next step is public review (two rounds) Followed by approval by city. Current outcome is adoption of language by 90.1-2013 and 189.1-2014 is sole energy compliance pathway within the base energy code and portion of green code. Two paths for compliance. (90.1-2013 and 189.1-2014) • Montgomery County is still debating its approach. Looking at 2012 Green International Construction Code. Should they allow LEED certification in lieu of IGCC compliance. ASHRAE 189.1 2011 is incorporated however there is uncertainty that it will stand. • Roger will be presenting on Historic preservation and building systems. He is building off of the 34P Energy Efficiency in Historic Buildings. <p>Refrigeration – Morgan S.</p> <ul style="list-style-type: none"> • No update. <p>Newsletter & Directory – Melonee</p> <ul style="list-style-type: none"> • We need to issue a Newsletter in February. Drop dead date is the 25th of January. • <i>The December Newsletter has been published and is on the website.</i> • <i>Omar – We need to push towards the January Newsletter since there are so many holidays between now and when it needs to go out. Please work on this ASAP.</i> • <i>Everyone set a goal to get everything in before the 16th to Melonee.</i> 	
6	<p>New Business</p> <ul style="list-style-type: none"> • February 8th is next BOG (conference call) 	Open
7	<p>Old Business</p> <ul style="list-style-type: none"> • None 	Closed
8	<p>Adjourning of Meeting</p> <ul style="list-style-type: none"> • VOTE: Mike M. motions to adjourn; Ryan W. seconds • Meeting adjourned at 8:18 PM • 7 present 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.