

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

February 8, 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>
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President-Elect	Jeff Colby		jcolby@southlandind.com	x
Vice President	Morgan Stevens		mstevens@criticalsystemslc.com	X
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Secretary	Stephen Niez		stephen.niez@aecom.com	x
Sr. Governor	Laura Petrillo-Groh		lgpetrillo@gmail.com	x
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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>
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CTTC	Nick Barrett		nbarrett@chesapeakeys.com	x
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Programs	Erin Miller		ecmiller@southlandind.com	
Summer Tour	Patti Gunderson		pgunderson@homeinnovation.com	x
Gov't Luncheons	Kinga Porst		kinga.porst@gsa.gov	
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	
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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	x
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YEA	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	

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Sustainability	Kirsten Burk		kburk@wrltdesign.com	x
Honors and Awards	Laura Petrillo-Groh		lgpetrillo@gmail.com	x
WiA	Laura Morder		lmorder@ghtltd.com	
WiA	Israa Ajam		iajam@sebesta.com	
WiA	Ilona Johnson		ilonajohnson@gmail.com	
NCC Asset	Mikelann Scerbo		mserbo@ahrinet.org	x

Item #	Discussion Item	Status
0	Meeting called to order at 6:05 p.m. Quorum was reached with 9 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. Roger Jones discussed leadership academy. One day event, April 8th in Atlanta. ASHRAE will cover the hotel but travel is on the chapter. A link was sent to Omar with more info. If NCC has any candidates (up and coming leaders in the chapter) reach out to Roger. Deadline is in March for registration. There are chapter opportunity funds available that can be used for travel if necessary. Discussed fund for refrigeration event. Roger is working with Morgan on this. For Chapter Opportunity Fund there is \$3k - \$4k available that has to be used by June or it is lost. We were able to use a portion of the COF for the Winter Meeting by paying for Penn State students to attend. NCC submitted WiA for COF use of available funds but was denied since this is an ongoing group/event. NCC submitted Sustainability for COF but received additional questions on funding breakdown. We still need to provide this. Still an opportunity under May Tour and Refrigeration Event. 	Closed
2	Approval of Previous Minutes <ul style="list-style-type: none"> VOTE: Stephen N. motions to approve the January 18, 2016 BOG Meeting minutes. Morgan S. seconds. No opposition. Motion carries unanimously. 	Closed
4	<u>Committee Reports</u> CTTC – Nick B & Ryan W <ul style="list-style-type: none"> Not too much going on after Vegas. There are few awards outside of Patti's Tech Awards. Milton Garbon Refrigeration Award. Comfort Cooling Award – 51% of occupants are happy is the only description. There is little information about this one and what is available is vague. Ryan to send link to Omar to find details on what types of projects are eligible for this award. For Comfort Cooling the expectation is CFD and ASHRAE 55 calculator. A lot of buildings are reaching this so no reason why we shouldn't have multiple entries under this award. Info to go out in next Newsletter. Big push in Spring is to make sure Patti is getting the support she needs and the nomination to have a showing similar to last year. If each company puts up one project then we could have another clean sweep. 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"> The rest of the year is booked up with speakers. If anybody knows who our USGBC contact is let Mike know. We want to know if they are interested in joining March meeting. Omar knows someone who just quit USGBC but he has a contact at AIA. Goal is to get speaker bios then advertise to their group's memberships. Request to forward slides to Laura. Will get meeting announcement out to Newsletter. Slight delay since speaker was out of town last minute. Summer Tour – Patti G. 	Open

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- We have a committee but have not officially met. There has been correspondence.
- Received confirmation from venue that May 5th should work. Just a matter of us choosing what we want to serve. Committee will meet and decide.
- What does Patti need to do to prepare a request for Roger to use the Chapter Opportunity Fund to pay a portion of this? Looking for 2x \$1000 sponsorships. We received confirmation from CRM today that they are interesting. CRM wanted to sponsor the February meeting but this meeting filled up. February meeting is only \$500 so the idea is that they will commit this to the tour then find another \$500 or use the COF from region III. Omar – Roger needs to see the blurb/flyer on the event and a breakdown of where the funds will be spent. Morgan – If we do not spend this money it goes back to society so don't be afraid to ask for more as long as it is itemized for where we intend to spend it. Suggested to emphasize the networking and how this will grow the chapter. The intent of COF is for events that are new and not budgeted for in the past. Patti to write up and send to Omar for proofing before delivering to Roger. Omar to send Patti an example of what they are looking for.

- *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.*

- GSA Brown Bag Luncheon – Kinga G. (not on call, Omar filled in)
 - See Government Activities below

Winter Party – Marissa C., Erin M.

- Thank you Marissa and Erin!
- Great turnout. It went well.
- Turns out that we brought in a little more than what we expected.

Finance Committee – Alec PG & Morgan S.

- Treasurer's Report
 - **Status**
 - **Checking:** \$20,961.25
 - **Scholarship Checking:** \$7,378.57
 - **CRC2017 CD:** \$18,608.29
 - **Reserve CD:** \$14,926.05
 - **Short Term Reserve CD:** \$10,050.52
 - Item 1033 – Got another half sponsor added. (\$800). One was not allocated correctly so moved from 1036.
 - Item 1041 – Additional \$2k from society in the last month.
 - Item 134 Winter Party Sponsorship - \$15,725 (Of this there are \$5,550 in open invoices)
 - Item 140 – Laura got \$1k for a social event
 - Everything else stayed the same down to 208
 - Item 208 BOG Meetings – Spent a few hundred dollars since last treasurer's report. Still have 71% of budget left
 - Items 234 Winter Party – Already paid \$220 deposit. Waiting to pay about \$12,500 to hotel. Band was \$1,100. We agreed to pay for a half table. We raised enough money so we only have to pay \$350 of the \$925. Good job Marissa.
 - Item 2603 – Have \$20 from BOA
 - These are all the changes since the January Treasurer's Report

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- Morgan received a draft of our 990 forms to turn in for taxes. Just has to review and sign them then turn over to accountant. Total revenue is about \$104,290. We took in \$147,051.

Tech Awards – Patti G.

- Nothing new. Time to start kicking up advertising.
- We had good results prodding the BOG to pay attention at their firm and see who is designing something interesting and informing them about ASHRAE Tech Awards.
- We will advertise on the website and in emails but remember that word of mouth often yields the best results.
- May 1 is the deadline

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

- Thank you everybody for contacting names on the list last month
- We were down last month but now we are up. We are 6 members above what was assigned to us last year as of today.
- There is a membership sponsored meeting in March. Looking for ideas on what to do. Might do “bring a member” theme. (idea to maybe be entered in a raffle)

YEA – Dan

- Planning a joint event with Illuminating Engineers equivalent of YEA for the Spring. Has a meeting set up with them tomorrow to discuss ideas.
- This event is not funded yet. Plan is to discuss this tomorrow during the call then start reaching out.

Reception – Bridget & Drew

- Nothing major to report.
- Last meeting was pretty heavily attended.
- Omar to talk with hotel directly to see if they have the right count beforehand. If registration goes out today, we should be ok.
- Mike H. – We should account for free meals for speakers.

Sustainability – Kirsten

- We have a build day with Habitat for Humanity this Saturday. Have 10 volunteer signed up for that. Omar tried to sign-up and was placed on a waiting list. This is limited to 10 volunteers at a time. In the future we may do one in the spring and one in the fall due to high interest.
- Owes itemized list to Omar for Chapter Opportunity Fund.
- Sustainability Committee does still have a budget of \$775. Omar suggested getting signage out at event. Kirsten to talk to Reception to get sign.

Student Activities – Michael S. & Alfred U.

- This is the big month for Student Activities
- DEFD is coming up on February 18th. We just got sign-up posted on the website. Flyer is ready to go for advertising. Will send to Laura to send email blast.
- Time slots are set up during the day from 10am – 4pm. Looking for as many volunteers as they can get.
- DCCES luncheon is on Wednesday Feb. 22nd at 11am. There are 10 spots available total. Email Michael if you are interested in attending. Patti – We have had a hard time in the past filling the ASHRAE table. She suggested that everyone attend. You don’t have to sit at the ASHRAE table. This is a good opportunity to talk to retired professionals not in the industry. Omar – Bob McDaniel is a staple at this event so be sure to save a ticket for him.
- If anyone is interested in getting young people involved in Engineering there is an event on Feb. 23rd. You can do mentoring or be a role model during Engineers Week.
- STEM Leadership award requires all Board members to be part of a Student Activities event before May 30th in order to get PAOE points

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- Catholic university and Maryland University sent people to Winter AHRI Expo and Michael met with the advisors and vice presidents. Discussed activities and what is going on. Catholic is doing the integrated student design competition and is looking for industry mentors to help the students. Mike suggested Smith Group since Brian Coffield has spoken at Catholic U. Took pictures to post on website.
- Student night (March) thinking about having students come out and discuss their projects. Mike and Mike to discuss offline if there is an opportunity for this.
- Omar mentioned that DLR might be interested in mentoring as well.
- Mike H. we are booked for the year but is open to talking offline to fit in student presentation

Electronic Communications (ECC) – Lauren & Erin (not on call, Omar covered)

- Chapter Linkedin account has not yet been created but we have linked the Facebook and Twitter account to the society page.
- Laura took some photos at December meeting and posted them to the Facebook page. Laura to discuss with Alfred on getting Linkedin up and running. If someone has photos from the Winter Party, please send them and they will be posted.
- Suggested putting together a list of instructions for all board members to be able to post photos they take

Research Promotion – David Y. & Mary O. (not on call, Mike discussed Golf Tournament)

- Golf Tournament - Mike got a finalized contract from the course. Hoping to get something out in the February Newsletter to get people to start signing up. Event is on first Wednesday in May (3rd)
- There was a Save the Date in the January Capitalaire. Mike will create the flyer for sponsorship advertising once the contract is signed with the course.
- Omar – Newsletter should be going out in the next few days. Prior to February Meeting.

Women in ASHRAE – Laura M., Israa, Ilona (not on call, Omar updated)

- WiA Winter Networking Social will be held on Wednesday Feb 15th at Arlington Rooftop. Scheduled and online registration is open. There are 40 people registered already. Check has already been sent to Alec. Liebert is sponsor.
- National WiA Breakfast in Vegas was well attended. Mrs. Keen spoke. WiA is taking off in other chapters across ASHRAE.

PAOE Points – Jeff C.

- Not a lot to update. Everyone keep updating your points. Jeff will reach out to a few people individually. Suggests that officers attend DEFD to get Student Activities points.
- We are in pretty good shape for right now.

Government Activities – Roger (not on call, Omar filled in)

- Roger sent Omar updates which he passed on Newsletter for posting
- Kinga has secured a room for the Brown Bag lunch in the 3rd week of March (Wednesday 22nd) at GSA. This is a lunch time presentation. We do not have a speaker for this yet so if you have recommendations please reach out to Omar and Roger. The topic should be higher level since the audience is policy makers. (code implications, standards, etc.) The refrigerants presentation this month is too detailed. This occurs once a year but will shoot for two moving forward.

Refrigeration – Morgan S.

- Reached out to a company (Potenga?) and talked to head of catering. Use propylene glycol to cool the bar of gelato ice cream. Trying to get him to come in for a future dinner presentation. Ryan – Suggested combining this with a WiA or YEA event. Doesn't want to give up Rehau's presentation time during programs. Morgan – Also thought about doing a factory tour. Will look into this further in the future. If this is mixed with Student Activities somehow we can check a couple PAOE boxes. Committees to discuss offline.

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	<p>Newsletter & Directory – Melonee (not on call, Omar filled in)</p> <ul style="list-style-type: none"> • President's corner and other info has been sent. Goal is for it to go out this week. • There was a lot of last minute advertisements sent to Melonee since February is a busy month. 	
6	<p>New Business</p> <ul style="list-style-type: none"> • March 13th is next BOG (AHRI) • Chapter Opportunity Fund – Let's use this before it disappears! • Travel Ban Statement – Discussion ensued. Goal is to discuss how it is affecting our industry locally. Draft will be written and sent to board for review. 	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: Ryan W. motions to adjourn; Stephen N. seconds • Meeting adjourned at 8:01 PM • 9 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.