

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

March 13, 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	X
Secretary	Stephen Niez		stephen.niez@aecom.com	X
Sr. Governor	Laura Petrillo-Groh		lgpetrillo@gmail.com	
Governor #1	Ryan Westlund		ryan.westlund@rehau.com	
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	
CTTC	Nick Barrett		nbarrett@chesapeakeys.com	X
Programs	Mike Hoffacker		michael.hoffacker@smithgroupjjr.com	X
Programs	Erin Miller		ecmiller@southlandind.com	X
Summer Tour	Patti Gunderson		pgunderson@homeinnovation.com	X
Gov't Luncheons	Kinga Porst		kinga.porst@gsa.gov	
Winter Party	Marissa Caldwell		mcaldwell@southlandind.com	
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	
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Membership	Bryan Oliva		bryan.oliva@wspfk.com	
Membership	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	X
Research Promotion	David Yankovich		dyankovich@victaulic.com	
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
Treasurer Advisor	Morgan Stevens		mstevens@criticalsystemsllc.com	X
Student Activities	Michael Spencer		michael.spencer@carrier.utc.com	X
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Historian	Melonee Jenkins		melonee.jenkins@smithgroupjjr.com	X
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YEA	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	X

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Sustainability	Kirsten Burk		kburk@wrlsdesign.com	X
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	
NCC Asset	Mikelann Scerbo		mscerbo@ahrinet.org	

Item #	Discussion Item	Status
0	Meeting called to order at 6:10 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: Stephen N. motions to approve the February 8, 2016 BOG Meeting minutes. Nick B. seconds. No opposition. Motion carries unanimously. 	Closed
4	<p><u>Committee Reports</u></p> <p>CTTC – Nick B & Ryan W</p> <ul style="list-style-type: none"> Ryan had a baby (Stella). Everyone is doing great. Not too much in CTTC. If you have a speaker for any non-monthly meetings, let CTTC know. We had a DL speaker for UMD but found out after the fact. We need to keep track of these too. Any of the events like YEA, WiA, Brown Bag Lunch, Student Activities, etc. please provide a short description to CTTC because this is a PAOE point once they send it out. This pretty much applies to any event. Just forward what was sent in Newsletter with attention towards CTTC. <p>Program Meeting Update – Mike H. & Erin M.</p> <ul style="list-style-type: none"> Monthly Programs – Mike H. & Erin M. <ul style="list-style-type: none"> ➤ We are set for the next meeting. Ryan and Max are ready to go. Jeff from BTEC will not be presenting. David Bancroft will be presenting instead. Only concern is getting a projector. ➤ Website is already updated with bio and presentation info. Erin updated this a month ago so the change to David may not be updated but the topic is the same. ➤ Student Night in April – Request for UMD and Catholic students to present during this meeting. Prefer a presentation format (5-10 minutes long). UMD rep had a poster at the Winter Meeting. Catholic would like to do an update to their submission for the Design Competition. Idea is to have them speak prior to announcements of the Dinner Presentation since it is tight already. Other option is to do this at the end of the PES. Will meet offline to discuss having these presentations during the social before seating for Dinner. ➤ Is anybody getting research dollars locally from RP? Omar will track down a list. Morgan to reach out to RP offline regarding announcement during Dinner. Summer Tour – Patti G. <ul style="list-style-type: none"> ➤ Awaiting word on grant from Chapter Opportunity Fund. ➤ Good spread in the Newsletter. Waiting to post online until we have a price point. ➤ Patti started a Doodle Poll to gage responses. Do we have the ability to do this on the website? Omar – We already have the date locked down so let's just open the registration early. Tentatively Patti put a Doodle Poll (asking how many tickets you may want) with a link in the Newsletter going out tomorrow. Verify previous link is still working because she has not received emails recently. Suggestion is to wait on the poll until we have all the registration info. Goal is for the event to be free after 	Open

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the COF grant but we have not received word on this. Conundrum. Result = Open registration with cost being \$10 since this should be just enough to garner attendance from interested people. If it is advertised as free, we may get overwhelming responses with little commitments.

- Of the 12 people on the line the following are interested in attending. The Morders, Omar, Kirsten and Patti. Could also open it up to Baltimore!
 - *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)
 - If you know of speakers please contact Omar. Higher level talks on codes and standards.
 - Pushed to April instead of end of this month.
 - See Government Activities below

Finance Committee – Alec PG & Morgan S.

- Treasurer's Report
 - **Status**
 - **Checking:** \$10,429
 - **Scholarship Checking:** \$7,378.57
 - **CRC2017 CD:** \$18,610
 - **Reserve CD:** \$14,929
 - **Short Term Reserve CD:** \$10,051
 - Item 1036 Meeting Dues – Went up from \$5800 to \$9500. From collecting dues. Sum total for year appears we are not raising as much as we hoped for at this point. Alec to look more in depth.
 - Item 1041 Chapter Dues from Society - \$2000 more from society
 - Item 131 Golf Outing Sponsorship – Check for sponsorship and square activity has not come through yet but we apparently have a couple teams (\$1200) committed and these checks are on their way.
 - Item 203 – Gone up \$6000 since last meeting.
 - Item 2032D Reception Supplies – Total spent is \$110
 - Item Activity – President's Pin – Overall \$50 under budget
 - Item 2101 – Got student's reimbursed for travel to Winter Meeting – about \$1800 and stayed on budget
 - Item 2102 – Processed E-Week Luncheon fees of \$350
 - Item 2105 – Student Member Sponsorship comes out to \$620
 - Item 2311 – Golf Course fees – We made a deposit for the reservation for \$2135
 - Item Sustainability Committee - \$170 spent on lunch items. Still have \$600 to spare
 - Item 2131 – Hotel Winter Party – Received final bill and now all closed out.
 - Item 2603 – BOA charges for operation.
 - Alec to look into meeting dues and overall status. For the year budgeted \$29,000 and bringing in \$20,800. For chapter monthly meetings we have \$20,000 versus \$47,800 budgeted.
 - Item 103 means we are exceeding base for income. Item 104 means we are below.
 - Morgan is still reviewing the tax forms and has not signed off on next year. We received a three month extension from February. They are done and complete, just awaiting Morgan's review then signature.

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Tech Awards – Patti G.

- If anything sent something through the TEGA link then it is not working because she has not received anything. This link needs to be checked. Melonee to try link again. TEGA link is working so that means nobody has sent any submissions.
- Patti was hopeful during the last meeting because everyone was attentive. Believes that the majority of submissions occur right before the deadline and from electronic communications.

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

- Event is next Monday. Mike will be putting together a slide for this month's meeting.
- Hoping for one more calling campaign and looking for volunteers in the coming weeks.
- Other than that no further updates.

YEA – Dan (not on line, Omar filled in)

- Event set up at Carpool for the 15th. Registration is up online. The event is with IES.
- Attend if you are available. There are a bunch of people signed up online already.

Reception – Bridget & Drew

- Mike H. to circle back with Drew to make sure they are good to go for the meeting.
- Drew – We are all good for the next reason. Nothing to report. Sending out Square reports for Golf transaction.

Sustainability – Kirsten

- Had a successful build day last month.
- Looking to buy the Carbon Credits. Reached out to Amy for additional info for something to build off of.
- Other than that no updates.

Student Activities – Michael S. & Alfred U.

- March 1st – UMD had a distinguished lecturer. It was a good event.
- Catholic University started their design competition this month. DLR is helping to advise.
- DEF D had a great turnout. There were enough volunteers so there wasn't any stress like previous years handling the load.
- Future Cities – One presenter (Stephen) and three judges. Would be nice to have a write-up for the Capitalaire by the judges.
- DCCES luncheon went well. We almost filled out the whole table. Morgan to provide a write-up for the Newsletter.
- STEM leadership award. Still need Alec and Morgan to participate. Morgan intends to bring his child to work day which should suffice. Possible events are Wake Forest Elementary School – STEAM fair (March 30th at 6pm in Fairfax). Adopt a School program which starts in April. These are the last chances for achieving the STEM leadership award.
- Kirsten was at YEA Leadership Weekend a couple weeks ago. She found out about a program where ASHRAE student members can attend a mini-conference and learn more about ASHRAE and the industry. Occurs in New York and their chapter will sponsor half of the costs. Cost for NCC would be \$150. Kirsten forwarded emails to Michael. This info will be distributed to our student members to garner interest. Students pay own transportation though.

Electronic Communications (ECC) – Lauren & Erin (not on call at time)

- No updates.

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

- Golf Tournament – As of Wednesday last week all of the foursomes are full (36). There are only four sponsorship spots left. (hole, two beverage carts, hole in one)
- Waiting on checks and credit cards and payments to get over to Alec.
- Be on the lookout because people are probably trying to fill teams.

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	<p>Women in ASHRAE – Laura M., Israa, Ilona</p> <ul style="list-style-type: none"> February event was really successful. Had 45 people in attendance. Sponsored by new Liebert rep. WiA has been really successful in our chapter and other chapters are taking notice. There are no upcoming events planned. April will have a WiA speaker at the monthly meeting. Ilona has moved to California so she is no longer helping plan events here but is taking the initiative to the Southern California chapter. Next year, Laura will be involved but has a few (3) other women that will take the reins so going strong into next season. <p>PAOE Points – Jeff C.</p> <ul style="list-style-type: none"> Want to have it updated by end of this month. Directed everyone to look into their committees points and reach out to Jeff if they have any questions. Status – Jeff will compare to other chapters before the next meeting. Some chapters wait till the very end to enter their points so this may not be accurate until later. <p>Government Activities – Roger (not on call)</p> <ul style="list-style-type: none"> No update. <p>Refrigeration – Morgan S.</p> <ul style="list-style-type: none"> No event this year. <p>Newsletter & Directory – Melonee</p> <ul style="list-style-type: none"> Melonee sent out a draft and it looks good. It has been great all year and the committee has been very responsive, which is the most important part. The March Newsletter is going out tomorrow morning. Will be requesting April Newsletter info at the end of March. 	
6	<p>New Business</p> <ul style="list-style-type: none"> April 12th is next BOG (AHRI or DLR) Leadership Weekend on April 6th. We have two people that have expressed interest. The next step is getting the funding approved. ASHRAE covers a certain portion (\$400 for hotel) but not the entire weekend. This would be a new expense item since it different than the YEA Leadership Weekend but will list it under this category in the budget. We should still be under budget if we use these expenses. (Item 237) Jeff is trying to fill out the committee list for next year. If there is something you would like to do next year or something new you would like to try, reach out to Jeff. Roger Jones' Save the Date for Region III (June 2nd and 3rd) in Baltimore. President and incoming President-Elect should attend. Morgan (President-Elect) may not be able to attend. Alec (Vice President) may go in his place. Omar to send out next year's CRC invite. 	Open
7	<p>Old Business</p> <ul style="list-style-type: none"> Travel Ban Update – Regional level is forming a statement to address this now. This is ongoing and have let it up to us to decide if we would like to do something at the Chapter level. We cannot speak for ASHRAE at the regional or society level but can for the Chapter. 	Closed
8	<p>Adjourning of Meeting</p> <ul style="list-style-type: none"> VOTE: Morgan S. motions to adjourn; Jeff C. seconds Meeting adjourned at 7:32 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.