

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

April 12, 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	X
Governor #2	Nick Barrett		nbarrett@chesapeakeys.com	
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	
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	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	
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
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Newsletter Editor	Melonee Jenkins		melonee.jenkins@smithgroupjjr.com	
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YEA	Dan McGee		dan.mcgee@smithgroupjjr.com	X
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		mserbo@ahrinet.org	

Item #	Discussion Item	Status
0	Meeting called to order at 6:05 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: Mike M. motions to approve the March 13, 2017 BOG Meeting minutes. Stephen N. 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"> No update since last month Please get project submissions in to Patty ASAP. This is the last bit of business for 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"> No update other than we are all set for the meeting next week. Need a little help getting presentations loaded on the website. Mike to reach out to Erin or Lauren. Next week is our last PES/Dinner meeting of the year. Still looking for speakers for GSA lunch meeting. If anybody has any recommendations please reach out to Omar. Morgan spoke to someone at NAVFAC that would like to bring his high school daughter to a future meeting or event. There is no age limitation for attendance so this is acceptable. Will identify as a STEM opportunity. Students will be speaking before Dinner presentation. This will take approximately 15-20 minutes. They will be presenting their senior design projects from Catholic U. and Maryland. Omar suggested a list of announcements since there are a couple upcoming events and this is Membership night. Mike to be provided list of speakers. Summer Tour – Patti G. <ul style="list-style-type: none"> We have 45 registered so far. The limit was set at 56 so this is very encouraging. Heard back from Brewery and they will give us a discount. Flight and a pint will be \$9 instead of previous \$13 Have not heard back from Roger with Region III to see if we can use this money. Omar said we will have to move forward without it. The Region chairs decided to give it to chapters without a budget. Patti talked to Market Research and they offered some mock activities since we don't have any funds available. If we provide them the type of engineers coming they will come up with a 30 minutes exercise. Patti requested a brainstorming session or for her to contact those registered and have them self-categorize themselves and see if they are interested in an activity like this. Really just need to know if you are a design engineer or sales/marketing. Groups will split into two when they arrive. Each will see the same things but just easier to separate. One to Market Research facility and this is the one that could 	Open

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- participate in an activity.
- If we had funding we could have done a much more robust exercise but since we don't they are still willing to at least do something.
- Arrive at 3pm. By 5pm the tours will be done and Pattie will set up games while we eat bbq. After the bbq we will head to the Brewery.
- Pattie is requesting a time limit in order to adjust tours and activities accordingly. Omar is good with her timeline.
- *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 May instead of end of this month.
 - See Government Activities below

Finance Committee – Alec PG & Morgan S.

- Treasurer's Report
 - Taxes are paid for and done. Corporate taxes are due in November. The company we use for taxes is E Cowen and Company and Kim Maxwell is our rep.
 - Revenue Expenses, Charges and Assets - \$147,000 last year
 - Programs - \$47,000
 - Dues - \$34,000
 - Net Income Loss from Fundraising - \$21,000
 - Income from Fundraising - \$64,000
 - Direct Expenses - \$42,000
 - Total Revenue - \$104,000
 - Taxes - \$2,000
 - Meetings - \$70,000
 - Total Expenses - \$92,000
 - **Excess of \$11,332 (on books from last year)**
 - Total Asset Amount at Beginning of Year - \$69,962
 - Came out with \$81,294 at end of year
 - Non-profit so don't pay taxes on most of this. Just advertising so directory money.
 - Monthly Meetings - \$41,000
 - CRC - \$15,000
 - Discussion ensued about how and where to allocate scholarship funds available. Came out under scholarship so has to go back in as scholarship. Will add to future agenda to vote on which scholarships this will go towards.
 - **Status**
 - Checking: \$55,583
 - Scholarship Checking: \$7,378
 - CRC2017 CD: \$18,610
 - Reserve CD: \$14,930
 - Short Term Reserve CD: \$10,051
 - Item 1036 Meeting Dues – Transferred money from PayPal. Sitting at \$29,543. Does not yet capture March meeting or any money from the Summer Tour income. Looking near 17% of our target for year. Good.
 - Item 1041 Chapter Dues from Society - \$2000 more from society

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- Item 131 Golf Outing Sponsorship – \$47,988 represents all invoices to date both paid and open. Does not reflect in big account yet. Just for book keeping. We have done pretty well versus budget.
- Item 133 – Research Promotion – Income from Trivia night (since cancelled) which was rolled to RP. \$35 was donated for roundup from RP.
- Item 207 – Summer Tour – Issued \$20 refund for double payment on PayPal site. This is the only expense against the summer tour.
- Item 230 - \$161.90 expense will be double checked by Alec but believe it is cost of raffle tickets.
- Item 2102 – Processed E-Week Luncheon fees of \$350 (expense). Under Student Activities but not broken out. Should do this next year. Believe budget was \$400 for this under the overall \$6,200. Bills sent twice a year so make sure we are not double paying.
- Item 2104 – New expense for Student Activities. \$519.47 for logo balloons. We have pretty much used our Student Activities budget.
- Item 2311 – Golf Course fees – Deposit \$3125. Paid hole in one insurance already. Looking at \$30k for venue and \$15k for RP donations.
- 239 – WiA - \$1247 from Vertev sponsored event.
- 2603 – Standard Banking Charges - \$20
- We are pretty much on target. Some of these are set up a little confusing but we are on target overall.
- \$34,500 is the RP goal for this year. We have \$10,711 raised so far. Alec to confirm with David Y.

Tech Awards – Patti G.

- Have not received a single one.
- Suggest doing another blast following the next meeting.

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

- Not too many new members.
- Currently under 2 or 3 from our goal. Remember this fluctuates at the end of the year. Anticipate needing to do a more aggressive calling campaign in June.
- The email blasts are better received.
- This month is membership month so Mike will make an announcement at the meeting.

YEA – Dan

- Had a good YEA event in mid-March. Went well. No other updates.
- Talked to sponsors about reimbursement and will reach out to Alec.

Reception – Bridget & Drew

- Mike H. to send meal requests for speakers for next meeting before Friday.
- Bridget is unavailable for the first portion of the meeting. Any volunteers, contact Drew.
- Jeff and Mike to talk offline and see if next year's Reception can fill in.
- Mike M. does not need reception for the Golf Outing but could use the square for payments.
- Omar noted we had 17 no shows but Drew was not on the line at the time. 17 is pretty high so curious what happened.

Sustainability – Kirsten

- No updates.

Student Activities – Michael S. & Alfred U.

- Bancroft builders out of Sharp Elementary is a go for the spring (7 weeks). Need volunteers for Tuesdays and Thursdays after school.
- Alec and Morgan still need to volunteer for a Student Activities event this year.
- Looking to raise \$250 and have \$110 so far.
- We will be under budget for Student Activities so could match donations with difference.
- Scholarship – Looking at doing Catholic U. scholarship. We have \$335 left so if we do \$500

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	<p>that will put us over budget. Raffle tickets sent us over but it's close enough that we can go over a little (Omar). Scholarships could be presented at meeting if we know who will receive it by then.</p> <ul style="list-style-type: none"> • April 27th is UMD scholarship luncheon. So far two people (Mike and Laura) are going. Alfred or Jeff could also go if they are available. • Michael to reach out to Professor Kim or Mikelann about who will be recognized. • Looking at doing one more STEM fair on May 24th at a school in NE DC. • Donation drive coming through email next week. • Patti asked Michael if level of commitment has been light due to number of events we do. We had a better turnout this year. We actually had volunteers for just about every event this year. It's not just the same couple people going to these events. Even though we increased the number of events we had a higher number of volunteers. Could back off a bit next year but should be able to split up committees next year to have sub-committees for more detailed focus. University, DEFD and K-12 would be the three sub-committees. • Michael has done a great job this year! <p>Electronic Communications (ECC) – Lauren & Erin</p> <ul style="list-style-type: none"> • Not much work has been done on this. Erin to check with Lauren and follow up. • Society may be pushing to ramp this committee up next year. <p>Research Promotion – David Y. & Mary O. (not on call, Mike discussed Golf Tournament)</p> <ul style="list-style-type: none"> • Golf Tournament – On track. All teams are fairly final. If you are on Board that have a team and haven't finalized roster spots, please do this by the end of the month. They will be entered as guest if not. If you have not paid yet and need an invoice, contact Mike as soon as possible. Checks should be in mail for those people that did pay and invoice already. • Half of sponsorships have come in. \$13,000 from HavTech was just received so this is higher. <p>Women in ASHRAE – Laura M., Israa, Ilona</p> <ul style="list-style-type: none"> • No updates since events for year are over. • Laura will be at next meeting to represent WiA. Thanked everyone for helping to make WiA a success. <p>PAOE Points – Jeff C.</p> <ul style="list-style-type: none"> • Has not had the chance to look at PAOE this month. Plans to redouble efforts over coming week or two and will follow up with Omar. <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"> • Collecting all the leftover ASHRAE books. • No update though since no event this year. <p>Newsletter & Directory – Melonee</p> <ul style="list-style-type: none"> • No Update 	
6	<p>New Business</p> <ul style="list-style-type: none"> • May 17th is last BOG (AHRI or DLR) • May Tour will most likely have \$2000 leftover and can be allocated as needed. Requires further discussion at next meeting after further evaluation of excess funds. • Let's be sure not to miss the Leadership weekend next year. Discuss further next meeting. 	Open
7	<p>Old Business</p> <ul style="list-style-type: none"> • CRC invite was not sent out by Omar. He will do this before the next meeting. 	Closed

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8	Adjourning of Meeting <ul style="list-style-type: none">• VOTE: Stephen N. motions to adjourn; Ryan W. seconds• Meeting adjourned at 7:35 PM• 7 present at time of adjournment	
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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.