

National Capital Chapter of ASHRAE - Board of Governors Meeting Minutes

May 17, 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
Treasurer	Alec Petrillo-Groh		groh.alec@gmail.com	
Secretary	Stephen Niez		<a href="mailto:stephen.niez@aecom.com">stephen.niez@aecom.com</a>	X
Sr. Governor	Laura Petrillo-Groh		lgpetrillo@gmail.com	
Governor #1	Ryan Westlund		<a href="mailto:ryan.westlund@rehau.com">ryan.westlund@rehau.com</a>	X
Governor #2	Nick Barrett		<a href="mailto:nbarrett@chesapeakeys.com">nbarrett@chesapeakeys.com</a>	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		<a href="mailto:ryan.westlund@rehau.com">ryan.westlund@rehau.com</a>	X
CTTC	Nick Barrett		<a href="mailto:nbarrett@chesapeakeys.com">nbarrett@chesapeakeys.com</a>	X
Programs	Mike Hoffacker		michael.hoffacker@smithgroupjjr.com	x
Programs	Erin Miller		ecmiller@southlandind.com	
Summer Tour	Patti Gunderson		pgunderson@homeinnovation.com	x
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Winter Party	Marissa Caldwell		<a href="mailto:mcaldwell@southlandind.com">mcaldwell@southlandind.com</a>	X
Reception	Bridget Norton		<a href="mailto:bridget.norton@jci.com">bridget.norton@jci.com</a>	x
Reception	Drew McPheeters		<a href="mailto:amcpheeters@hvac.me.com">amcpheeters@hvac.me.com</a>	X
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Refrigeration	Amy Boyce		<a href="mailto:aboyce16@gmail.com">aboyce16@gmail.com</a>	
Refrigeration	Morgan Stevens		mstevens@criticalsystemslc.com	X
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Golf Outing Event	Mike Morder		mmorder@southlandind.com	X
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YEA	Dan McGee		<a href="mailto:dan.mcgee@smithgroupjjr.com">dan.mcgee@smithgroupjjr.com</a>	
YEA	Jon Rumbaugh		jonathan.rumbaugh@aecom.com	x

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Sustainability	Kirsten Burk		kburk@wrltdesign.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	
WiA	Janay Griego			x
NCC Asset	Mikelann Scerbo		mscerbo@ahrinet.org	

<b>Item #</b>	<b>Discussion Item</b>	<b>Status</b>
0	Meeting called to order at <b>6:05 p.m.</b> Quorum was reached with <b>7 of 9</b> board members present Items in Italics are from previous meeting	Closed
1	<b>Opening Remarks</b> <ul style="list-style-type: none"> <li>Omar welcomed everyone, introduced Jeff as incoming president and went around the room for introductions.</li> </ul>	Closed
2	<b>Approval of Previous Minutes</b> <ul style="list-style-type: none"> <li>VOTE: Mike M. motions to approve the 12 April, 2017 BOG Meeting minutes. Ryan W. seconds. No opposition. 2 abstentions. Motion carries unanimously.</li> </ul>	Closed
4	<b><u>Committee Reports</u></b>  <b>CTTC – Nick B &amp; Ryan W</b> <ul style="list-style-type: none"> <li>No update. Simply looking to finish out the year by putting in PAOE points.</li> <li>Plug for Patti – The amounts of projects submitted to Regional then Society for CTTC last year was great and helped PAOE. If you work for a design firm then consider at least submitting one.</li> </ul> <b>Program Meeting Update – Mike H. &amp; Erin M.</b> <ul style="list-style-type: none"> <li>Monthly Programs – Mike H. &amp; Erin M. <ul style="list-style-type: none"> <li>➤ Very successful year in 2016. Round of applause for Mike H.</li> <li>➤ Nothing to report.</li> <li>➤ Erin went over survey results. <ul style="list-style-type: none"> <li>○ People are typically attending 2 meetings</li> <li>○ How to attend more meetings – Location (DC) but for the most part people are really happy with Ballston</li> <li>○ Topics of meetings – Preferred more technical topics than what was offered</li> <li>○ Speakers – Preferred to see more experienced speakers. One of our DLs actually received the lowest rating.</li> <li>○ Rate your interest level – New technology scored high. Multiple presenters scored high.</li> <li>○ Pick Your Option <ul style="list-style-type: none"> <li>➤ Combined Heat and Power</li> <li>➤ Heating and Refrigeration Equipment</li> <li>➤ Applied heat pump and heat recovery systems</li> <li>➤ Design and Application for controls</li> <li>➤ Central cooling plants</li> </ul> </li> <li>○ Overall Feedback – <ul style="list-style-type: none"> <li>➤ Please no more codes unless it's a very high level review. TC committee reports were nice this year.</li> <li>➤ Interactive discussion</li> <li>➤ Future challenges to be overcome</li> <li>➤ Low tech, low cost, high eff</li> </ul> </li> <li>○ Morgan pointed out that the month does affect the turnout. Should consider having weaker speakers during the first couple months since they have the</li> </ul> </li> </ul> </li></ul>	Open

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- highest turnout. Good point. This year we transitioned away from the more direct vendor presentations. Also the PES is more driven by topic than the dinner.
- Omar – The first half of the year the meetings were scheduled towards the beginning half of the month. The second half they were in the second half of the month. 2017-2018 meetings are all centered in the middle of the month so this relation to attendance will change.
  - **June 19<sup>th</sup> will be program meeting at 6pm at GHT**
    - Typically we cover the speakers travel and hotel if they are from out of town. We would definitely cover an University professor.
- Summer Tour – *Patti G.*
    - In the end we had 44 we thought for sure would come but then it rained that morning. Only about 28 showed up. We had extra beer tickets. The people that did come really enjoyed it. The meal was great. The tour was interesting. They created a mock research exercise which was a hit. The design engineer was not available for the tour however, the person that did the tour answered just about every question and knew a tremendous amount. At 9 or 10pm there were still half the people there. Extra drink tickets were put to good use as exchanges of goods.
    - Not a single person at the tour attended the last May tour. The majority of attendees were not regulars at the PES or Dinner meeting. The thought is that having this at a new location was the reasoning behind the different attendees. Should consider doing more events like this in different geographies.
    - Results – Patti did a great job setting this up. It really was two tours in one. The Brewery alone was a tour in its self. Home Innovations was a great venue!
    - *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. (Alec not on call)**

- Treasurer's Report
  - **Status**
    - Checking: \$50,772
    - 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*
  - *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*

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- 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.
- Will send out blast Friday morning. If we don't get a good, response will send again next week.
- The short form for the submission does take longer than 10 minutes to fill out but the majority of this info is rehashed from what was
- The submission deadline is June 7<sup>th</sup>.

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

- Received an email today that Society is holding a recruitment retention drive. June is the worse month of the year for renewals.
- Keep pushing new recruits at your company to join ASHRAE.
- List of members with expiring memberships in May was passed around room for each board member to sign off on contacting.
- We have the past 6 months of people backlogged. Jon will send out email about upcoming calling campaign where we will target those with 2-6 months expired memberships. This lists includes those in Society membership but reside in our Chapter's geography.
- Membership will track WiA numbers to see what our numbers did this year. We reported on this number last year to Society. Half our new members were women and approximately 95% were recruited from a WiA event.

**YEA – Dan (Not on call)**

- We had 2 events this year.

**Reception – Bridget & Drew**

- Nothing to report. Numbers were provided to Jeff.
- Reception to help out with GSA Brown Bag event in May. Should be less than 40 people at this meeting. Drew will pull registration list off of website.
- Drew to handoff equipment to incoming Reception.
- 17 no shows was an outlier. There really wasn't anything going on to cause it.
- Jeff received attendance data and will enter PAOE points shortly.

**Sustainability – Kirsten**

- No updates.

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

- Almost done with Adopt-a-School. Next week is last. Need to raise a little more money so

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	<p>will send one more email. Have two donations so far. One from Ted M. and Mary O. Trying to reach \$250 and currently at \$110. So far cash has been donation form. Two board members expressed interest in finishing goal.</p> <ul style="list-style-type: none"> <li>• Trying to chase down K-12 Chapter leadership award this year. Morgan confirmed his completion tonight. Alec is the last one that needs to do this. There are no K-12 STEM events planned so not sure how to accomplish this.</li> <li>• Don't have anyone lined up for Student Activities chair next year. Alfred is an option but would like to attend the meeting in Long Beach before deciding.</li> <li>• UMD is doing their transition in June and ready to select officers. Jeff requested a write-up from them on how their last year went. A year end summary will suffice. This will be sent to RVC and used as backup for PAOE points. If they have a sign-in sheet, please attach this.</li> <li>• UDC was pushing for full branch status this year. No update.</li> <li>• Catholic is on a probationary status still.</li> <li>• Need to write check to Emily for her scholarship at Catholic. Michael to send to Jeff since he has to send something to Alec as well.</li> <li>• There is a YouTube video for UMD's submission. Website to consider adding a link.</li> </ul> <p><b>Electronic Communications (ECC) – Lauren &amp; Erin</b></p> <ul style="list-style-type: none"> <li>• No updates. Alfred use to do a lot of this previously. Erin will be taking over as lead Webmaster with the goal of spreading committee involvement to them.</li> </ul> <p><b>Research Promotion – David Y. &amp; Mary O. (not on call, Mike discussed Golf Tournament)</b></p> <ul style="list-style-type: none"> <li>• Cornhole Tournament - \$1300 raised. Extremely successful. RP goal is on track. There is a possibility we can exceed our RP goal based on what we do with the Golf Tournament Money.</li> <li>• Golf Tournament – Had a very successful golf tournament. Switched things up with how we ran it. \$22,000 last year for RP. Over \$23,000 this year for RP. Success! This brought us above the goal that we need. Will bring up how to allocate it under New Business. Still waiting on two payments. The super tickets brought in \$1980 this year compared to \$1500. Consider doing putting contest next year but with different format than last time.</li> </ul> <p><b>Women in ASHRAE – Laura M., Israa, Ilona</b></p> <ul style="list-style-type: none"> <li>• Laura gave download and introduction to Janay. Israa is in NY officially. Ilona is in CA officially. Laura will stay on to help Janay transition.</li> <li>• Discussed a joint YEA or Student Activity event to garner different crowds.</li> <li>• Student Activities was contacted from Girl Scouts group to set something up. Laura and Michael to get together and discuss.</li> <li>• No updates since events for year are over.</li> </ul> <p><b>PAOE Points – Jeff C.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Government Activities – Roger (not on call)</b></p> <ul style="list-style-type: none"> <li>• No update.</li> </ul> <p><b>Refrigeration – Morgan S.</b></p> <ul style="list-style-type: none"> <li>• Prime Idea – Gelato</li> <li>• Second backup – Calvert Brewing employee is a semi-professional curler. There is an ice rink for curling and Morgan has her contact. Idea is to run a curling event and tie into WiA, Student Activities, etc. for next year. This checks Refrigeration and a joint box as well. The venue is in Laurel. Southland Fab Shop is in Laurel so could double up.</li> </ul> <p><b>Newsletter &amp; Directory – Melonee (not on call)</b></p> <ul style="list-style-type: none"> <li>• No Update</li> </ul>	
6	<b>New Business</b>	Open

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	<ul style="list-style-type: none"> <li>• August is the next BOG – Prior to CRC</li> <li>• Use the superfluous funds from the Golf Tournament – Ryan W.</li> <li>• Mike M. – RP goal is \$34,500 and we are at \$22,500 off. We made \$23,000 in the Golf Tournament. We do predict to make more in the next couple days. Motion is to finalize later to meet RP goal as it sits at \$34,500 (however much this is). Foundation money comes in in May. RP is due to allocation by June 30<sup>th</sup>. We have a Programs meeting on June 19<sup>th</sup>.  <b>Motion</b> is to vote to allocate whatever the difference is on or after June 19th to use Golf proceeds to meet RP goal.             <ul style="list-style-type: none"> <li>➤ Max would be \$22,460</li> <li>➤ No abstentions</li> <li>➤ No oppositions</li> <li>➤ Passes unanimously</li> </ul> </li> <li>• Frank Reeves – Family set up a couple foundations. Discussion ensued on how to allocate some sum of money.  <b>Motion</b> is to set up an endowment for \$3,000 up to the minimum amount of money to qualify for an endowment not to exceed \$5,000.             <ul style="list-style-type: none"> <li>➤ Max would be \$5,000</li> <li>➤ No abstentions</li> <li>➤ No oppositions</li> <li>➤ Passes unanimously</li> </ul> </li> </ul>	
7	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• 2017 CRC is on August 18-19 in Roanoke, VA. Please attend. Chapter typically reimbursements travel, hotel and registration.</li> <li>• Leadership Weekend – There are 3 now so we need to get this on the table earlier.</li> </ul>	Closed
8	<p><b>Adjourning of Meeting</b></p> <ul style="list-style-type: none"> <li>• Round of applause for Omar.</li> <li>• Omar distributed BOG gifts.</li> <li>• VOTE: Nick B. motions to adjourn; Mike M. seconds</li> <li>• Meeting adjourned at 7:47 PM</li> <li>• 7 present at time of adjournment</li> </ul>	

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.