



**ASHRAE – Boston Chapter Board of Governors**

**May 17, 2016 Meeting Minutes**

<b>Meeting Date:</b>	May 17, 2016
<b>Meeting Name:</b>	May Board of Governors (BOG) Meeting
<b>Attendees:</b>	Stacie Suh, Erin Popa, William Tang, Mark Leonard, Daniel Carington, Jim Liston, Steven Rosen, Yuka Narisako, Kevin Doty, Christine Reinders, Deanna Adkison, Steve Tafone, Mike Gilroy, Bob Persechini, Joe Dussault, Dan Diorio
<b>Distribution:</b>	All Chapter Officers and BOG Members

Item No.	Item Description	Action/Resp./Due Date
1.0	<b>Opening Remark</b> Stacie S called meeting to order at approximately 4:32 PM	
2.0	<b>Old Business</b>	
2.1	The March Meeting minutes were approved by the BOG and Officers.	
2.2	<p>New Product &amp; Energy Show update            Income from the 2016 Product Show            Booth Sales     \$92,779.17 (78 Vendors – 1-3 Booths)            The Lantanas     \$1,951.08 (Ma Sales Tax refund)            United Rentals     \$17.18 (Rental Refund)            Subtotal           <b>\$94,747.43</b>            Expenses for 2016 Product Show Subtotal was <b>\$44,616.81</b></p> <p>Financial Report from Product Show Profit was <b><u>\$50,130.62</u></b></p> <p>15-16 ASHRAE Research Payment                   <b>\$5,000.00</b>            (To be paid to Society in 2016)</p> <p>16-17 ASHRAE Research Payment                   <b>\$5,000.00</b>            (To be paid to Society in 2017)</p> <p>Total remaining for next (2) SY's                   <b><u>\$40,130.62</u></b></p>	
2.3	<p>2016 Boston Chapter Golf Tournament Update –</p> <ul style="list-style-type: none"> <li>• Golf Outing Sold Out on all 4 some</li> <li>• Bill Garvey to step down this June 30<sup>th</sup> as chair, Jim L. will head chair the committee, along with Erin P, Mike G, and Andrew Krenning</li> <li>• Yuka N., volunteer to help at Halifax Country Club golf outing June 6<sup>th</sup></li> <li>• Stacie asked Christine R to reach out to YEA for volunteers.</li> </ul>	Christine to reach out to YEA chairs
2.4	<p>Supportive Employers Recognition –</p> <p>Who is responsible to take over? – President-Elect</p> <ul style="list-style-type: none"> <li>• Award for 2015-2016 will be given during October 2016 meeting</li> <li>• Award will be given out during the installation of officers for 2016-2017 and going forth.</li> </ul>	

2.5	<p>Hall of Fame</p> <ul style="list-style-type: none"> <li>• Steve Nicholas has submitted application for Steve Rosen. See attached. Officers and BOG agreed and accepted the nomination. The award will be given out during October meeting.</li> <li>• Hall of fame inductee will be announced during the installation of officers' event.</li> </ul>	<ul style="list-style-type: none"> <li>• Will T - Hall of fame inductee will be announced during the installation of officers event.</li> </ul>
2.6	<p>Research Promotion</p> <p>Dan D; As of 5/17/16 Research Promotion (RP) has received \$19,973. \$22,800 is RP goal to reach - should be able to reach without any problem.</p>	<p>Dan D. will make final reach-out to previous donors to meet goal</p>
2.7	<p>Roster &amp; Product Guide – Online and PDF version</p> <ul style="list-style-type: none"> <li>• Kevin D. and Yuka N.</li> <li>• Filed under different bill</li> <li>• Product guide in PDF version has been uploaded on chapter website.</li> <li>• Send email to members that the pdf version of product guide is live on website.</li> <li>• Kevin D ran into some problem website about making interactive product guide online, will talk to Apricot to see if they can fix search issue, and other items.</li> </ul>	
3.0	<p><b>New Business</b></p>	
3.1	<p>Treasurers Update &amp; Financial Review</p> <p>Stacie S; New Balance...</p> <ul style="list-style-type: none"> <li>• Main Checking at <b>\$97,724.52</b></li> <li>• Scholarship Checking at <b>\$8,686.23</b></li> <li>• CD Account is <b>\$23,270.53</b></li> </ul>	<p>Bill G will update account as soon as he gets the checks from in May etc.</p>
3.2	<p>Confirm officer positions and BOG positions for 2016-20017. See attached for survey results. Click on link for more details</p> <p><a href="https://www.surveymonkey.com/results/SM-PF7JBS2R/">https://www.surveymonkey.com/results/SM-PF7JBS2R/</a></p> <ul style="list-style-type: none"> <li>• Will T. confirmed offers &amp; BOG: <ul style="list-style-type: none"> <li>○ President – William Tang (2016-2017)</li> <li>○ President-Elect – Michael Gilroy (2016-2017)</li> <li>○ Vice President – Daniel Carington (2016-2017)</li> <li>○ Secretary – Mark Leonard</li> <li>○ Treasurer - Deanna Adkison for a min of 2 yrs. (2016-2018) or a maximum term of 4 yrs. term (2016-2020), Bill G. &amp; Boston chapter CPA will help with the transition.</li> </ul> </li> </ul>	
3.3	<p>Bank account: Confirm officers added/removed from current bank accounts:</p> <ul style="list-style-type: none"> <li>• Will T.; Motioned to remove outgoing treasurer Bill Garvey and former treasurer Jeff Schultz off of the ASHRAE Boston chapter bank accounts. Jim L. 2<sup>nd</sup>. – All in favor. Will T.; Motioned for the president to be on the chapter bank accounts alongside with the Treasurer. In the event that the Treasurer cannot perform their duties, it's the president's responsibility to take over the accounting duties of the chapter as stated in the chapter by-laws.</li> </ul>	
3.4	<p>PAOE – Need all to update</p> <p>Stacie S; Asked all chairs to review and update accordingly</p> <ul style="list-style-type: none"> <li>• Dan D; Follow up on PAOE points</li> <li>• History Chair, Eric Edman, to do an out-going President interview with Stacie S. for PAOE</li> </ul>	<p>Stacie S/all chairs</p> <p>Dan C., to check on getting member Attendance for who attended the winter and</p>

		summer society meeting for additional PAOE point
4.0	<p>Other New Business – Chapter Chairs.</p> <ul style="list-style-type: none"> <li>• Dan C.; Boston chapter membership as of 5/11/16 reach 1147 members but lost 100 members due to some not renewing and out of the Boston network or all together are out of the industry. Normally we do an existing survey with members to see why they left and what we could do to bring them back or what we could do better to help retain members in the future. Reason has not been negative, people either lost their jobs, retired, moved away, etc.</li> <li>• Christine R.; YEA has a Thursday tour event, 25 people has signed up, bring also safety gear</li> <li>• Jim L.; Bill G. will step down as chapter treasurer and special event chair. An appreciation gift from the chapter is in order. Officers&amp; BOG agreed on plaque and gift.</li> <li>• Will T.; Some members have complained that they did not receive electronic announcements from the chapter, including the officer &amp; BOG ballot from Survey Monkey.</li> <li>• Will T.; Motioned that the Chapter Technology Transfer Committee (CTTC) position be the responsibility of the Vice president going forward to help the VP prepare for the president position–President Will T. 1<sup>st</sup> and Dan D. 2<sup>nd</sup> the motioned. All in favor</li> </ul>	<p>Kevin Doty to address issues with electronic announcement distribution</p> <p>Budget to be discuss at June planning meeting</p> <p>Kevin Doty to look into this issue.</p>
5.0	<p><b>Adjournment</b> Meeting adjourned at 5:15 PM – Stacie S. motioned, Will T. seconded</p>	