



**ASHRAE – Boston Chapter (ABC) Board of Governors**

**Meeting Agenda**

<b>Date:</b>	Feb. 15, 2017
<b>Name:</b>	Feb. Board of Governors Meeting
<b>Attendees:</b>	Will Cunningham, Steve Tafone (partial), Chris Pietrocarlo, Christine Reinders, Yuka Narrisako, Erin Popa, Jim Liston, Kevin Doty, Will Tang, Mike Gilroy, Mark Leonard, Lance Brown, Justin Mole, Andrew Krenning, Eric Edman (partial)

<b>Item No.</b>	<b>Item Description</b>	<b>Action/Resp.</b>
<b>1.0</b>	<b>Opening Remarks</b> Meeting commenced at 4:26 PM	
<b>2.0</b>	<b>Old Business</b>	
2.1	January Meeting Minutes  1) M. Gilroy motioned to approve December meeting minutes. E. Popa seconded.	
2.2	Automatic invoice process update (by C. Pietrocarlo)  1) January outstanding balance = \$1,210 2) February (current) outstanding balance = \$940	C. Pietrocarlo to update balance prior to March BOG Meeting
2.3	RP updates  1) RP goal = \$25,001 2) RP to date = \$12,159 3) S. Suh (not present). Provide updates at future meeting.	
2.4	Annual Social @ The Kinsale  1) Original event date: Thursday, 2/9 from 5:30-8:30 PM (rescheduled due to inclement weather) 2) Rescheduled event date: Thursday, 3/9 from 5:30-8:30 PM	K. Doty to update event details on website.  C. Pietrocarlo to notify members with updated event details.
2.5	Vote for HoF candidate  1) M. Gilroy motioned to approve Gene Bard as HoF candidate. L. Brown seconded. All approved.	M. Gilroy to submit HoF application
2.6	Brewery Tour @ Nigh Shift  1) M. Gilroy and W. Tang met with Night Shift staff. 2) Event date/time: Wednesday, 4/26 from 5:30-8:30 PM. 3) Private room and bar donated by Night Shift (\$7k - \$8k value). Donation only valid for a Wednesday (i.e. not Thursday). 4) Private room maximum capacity: 140 occupants. 5) Registration limit: 100 people (3 tours at ~33 people per tour).	M. Gilroy to review food options for event.  K. Doty to update event details on website.

	<ul style="list-style-type: none"> <li>6) Chapter Event Budget: \$1,920 (includes \$1,600 for bar + 20% gratuity).</li> <li>7) Registration fee: \$35 per person [includes two (2) drink tickets per registrant, food and tour].</li> <li>8) W. Tang proposed any excess event funds be contributed towards RP. BOG to vote on proposal at future meeting.</li> </ul>	K. Doty to distribute event invitation (3) weeks prior to event (April 5 <sup>th</sup> ).
<b>3.0</b>	<b>New Business</b>	
3.1	<p>Feb. Meeting Updates</p> <ul style="list-style-type: none"> <li>1) Joint meeting with I2SL at Metro Meeting Center.</li> <li>2) 90 confirmed registrants (82 ASHRAE Members, 8 I2SL members).</li> <li>3) Cocktail sponsor is Siemens</li> <li>4) Society to cover Jim Coogan's (DL) flight expense. Chapter to cover hotel expense (1 night).</li> </ul>	D. Adkison to confirm donation check received from Siemens.
3.2	<p>Chapter financial report</p> <ul style="list-style-type: none"> <li>1) No updates. D. Adkison to provide update at future meeting.</li> </ul>	
3.3	<p>March Joint meeting with AEE</p> <ul style="list-style-type: none"> <li>1) Event Details: Wednesday, 3/1 at Embassy Suites in Waltham</li> <li>2) AEE to host ABC</li> <li>3) PDH not expected to be pursued per AEE</li> </ul>	D. Carington to coordinate BOG meeting room accommodations with hotel
3.4	<p>New event - Speed Networking</p> <ul style="list-style-type: none"> <li>1) Chapter targeting 2017-2018 to implement event.</li> <li>2) Proposed event duration: 40 – 60 minutes.</li> <li>3) Proposed event structure: (1) stationary group and (1) rotating group. Each rotation session to last approximately 2 minutes.</li> <li>4) M. Gilroy to field event suggestions by BOG.</li> <li>5) Additional details to be developed.</li> </ul>	
3.5	<p>Sponsor Appreciation Event</p> <ul style="list-style-type: none"> <li>1) Event Details: Thursday, 3/30 at Post 390 (Franklin Room).</li> <li>2) Event Budget: \$2800 + 20% gratuity.</li> <li>3) Event will not be taxed as ABC is non-profit.</li> <li>4) Event to include (13) corporate sponsors from the 2016-2017 ABC year.</li> </ul>	K. Doty and C. Pietrocarlo to send email invitation to event sponsors.
3.6	<p>Auditing Committee Update</p> <ul style="list-style-type: none"> <li>1) Auditing Committee proposed to move money CD account in Money market when matured for accessibility.</li> <li>2) Auditing committee proposed maintaining a min of (1.25) years' worth of chapter operating expenditure, approximately \$60,000 in the Money Market account</li> <li>3) BOG to revisit proposal after the chapter taxes are processed.</li> </ul>	

3.7	<p>Feb. PAOE update</p> <table border="1" data-bbox="277 138 1300 432"> <tr> <td>▶ Chapter Operations</td> <td>Par: 1200</td> <td>Min Points: 600</td> <td>Total Points: 895</td> </tr> <tr> <td>▶ Chapter Technology Transfer</td> <td>Par: 1050</td> <td>Min Points: 450</td> <td>Total Points: 125</td> </tr> <tr> <td>▶ Grassroots Government Advocacy</td> <td>Par: 650</td> <td>Min Points: 500</td> <td>Total Points: 550</td> </tr> <tr> <td>▶ Historical Criteria</td> <td>Par: 300</td> <td>Min Points: 100</td> <td>Total Points: 540</td> </tr> <tr> <td>▶ Membership Promotion</td> <td>Par: 800</td> <td>Min Points: 500</td> <td>Total Points: 745</td> </tr> <tr> <td>▶ RP</td> <td>Par: 1050</td> <td>Min Points: 800</td> <td>Total Points: 820</td> </tr> <tr> <td>▶ Student Activities</td> <td>Par: 500</td> <td>Min Points: 300</td> <td>Total Points: 660</td> </tr> </table> <p>1) No Updates</p>	▶ Chapter Operations	Par: 1200	Min Points: 600	Total Points: 895	▶ Chapter Technology Transfer	Par: 1050	Min Points: 450	Total Points: 125	▶ Grassroots Government Advocacy	Par: 650	Min Points: 500	Total Points: 550	▶ Historical Criteria	Par: 300	Min Points: 100	Total Points: 540	▶ Membership Promotion	Par: 800	Min Points: 500	Total Points: 745	▶ RP	Par: 1050	Min Points: 800	Total Points: 820	▶ Student Activities	Par: 500	Min Points: 300	Total Points: 660	
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4.0	<b>Other Business</b>	<b>Committee Chairs</b>																												
4.1	<p>Golf Committee</p> <p>1) Next committee meeting: Friday, 2/17 from 10:00-11:00 AM</p>	E. Popa to arrange Go To Meeting and distribute details to committee.																												
4.2	<p>YEA</p> <p>1) Cornhole tournament currently scheduled for Friday, 3/31. J. Mole and J. Dussault are considering moving event date due to the Corporate Appreciation Night being held the night before.</p>	J. Mole & J. Dussault to confirm cornhole tournament date.																												
5.0	<p><b>Adjournment</b></p> <p>Meeting adjourned at 4:53 PM</p> <p>W. Tang motioned, E. Popa seconded.</p>																													