



ASHRAE – Boston Chapter (ABC) Board of Governors
August BOG Meeting Agenda

Date:	August 24, 2021 5:30pm
Name:	2021-22 Planning Meeting Follow Up
Attendees:	Will Cunningham, Deanna Adkison, Lucas Rowe, Amy Gebhardt, Bob Persechini, Tim Driscoll, Allison Guttaduro, Will Fisher, Steve Rosen, Matthew Hallock, Kiersten Washle
Distribution:	Attendees, BOG, Officers

Item No.	Item Description	Action/Resp.
1.0	Opening Remarks & Introductions	
2.0	Old Business	
2.1	<p>1. In person events for 2021-22</p> <ol style="list-style-type: none"> a. Looks like mask mandates are returning. No in-person for September? BOG voted to hold September meeting remotely. b. SHARC is the current presenter for September but they can only do webinar as they are based in Canada Meeting shall be virtual. Discussions of hybrid system (see notes below). Hybrid not approved due to lack of infrastructure on our end. Will review options for future meetings. c. Any ideas for a new downtown location for meetings? <ol style="list-style-type: none"> i. Da Vinci meeting rooms (Financial District) ii. Convene iii. Northeastern Conference iv. Gather (Seaport District) Steve Rosen, Will Fisher, and other BOG members to look into alternate locations. <p>2. Dates reserved at Embassy suites:</p> <ol style="list-style-type: none"> a. Sept 14 Will C to call and cancel in-person reservation b. Oct 13 c. Nov. 16 Talk to Embassy about cancellation policy. Talk to Stacy about moderating the meetings this upcoming year. WiFi/broadband capabilities of host (Embassy Suites) Registration could support hybrid. May charge same price or limited discount for virtual. Limit of 50 guests at Embassy Suites.	W. Cunningham / L. Rowe / E. Edman
2.3	<p>Moving meetings to noon to increase participation</p> <ol style="list-style-type: none"> 1. Previously discussed an option to move meetings to noon to increase participation. 2. April meeting was at noon on Tuesday. 3. Will C plans to move to Monday evening virtual BOG meetings that may have an in-person hybrid option (notionally hosted at volunteers' respective offices on a rotating basis) 4. Start after September meeting 	W. Cunningham
2.4	<p>Research Promotion:</p> <ul style="list-style-type: none"> • Succession plan for this year • Previous year's donation was a single \$19,300 check to ASHRAE. 	W. Cunningham / Vineet Nair

	Will C moved to donate leftover sponsor funds from current calendar year towards this ASHRAE year's RP goal. Motion tabled pending detailed information.	
2.6	Student Activities <ul style="list-style-type: none"> Succession plan for this year Yuka is no longer a member of ASHRAE so Steve Rosen will be taking over as chair.	Y. Narisako S. Rosen
2.7	YEA <ul style="list-style-type: none"> Introduce Co-Chair Matt Hallock Planned events may be over our typical budget. After budget report is released for the year, we will discuss approval of additional funds.	G. Foley
2.8	Chapter financial report from June <ol style="list-style-type: none"> BOA Main Checking: We have transferred all our funds over except the refunded fraudulent charge. No monthly charge if we maintain a minimum balance. Welcome package from Chase for next in-person BOG meeting. Chase account \$108,000 after paying Granite Links PayPal account \$71,000 Lucas to recommend options for investing cash. 	L. Rowe
2.9	CTTC: <ul style="list-style-type: none"> Succession Plan for this year Distinguished Lecturer for this year Tabled	W. Fisher / Vineet Nair
2.11	Website Update Tabled	L. Desmarais
2.12	History Update Tabled	E Edman
2.13	DiA – <ul style="list-style-type: none"> Future events for the year? Date? In person? Tabled	E Norquist
3.0	2021-2022 Planning	
3.1	Basecamp – <ul style="list-style-type: none"> Update contact info on 20-21 spreadsheet: https://public.3.basecamp.com/p/VPQKZ8kv9dpH5WRcl6gcs15o I have a list of email alias' and will be updating those Meeting calendar: https://public.3.basecamp.com/p/Qjnsa6smzP7NHuDaWqQo23D5 Liz, Allison and Will to look into updates for all items above.	All
3.1	Current Schedule Ideas (in progress) <ol style="list-style-type: none"> Main Meetings & Promotional Nights – reviewed YEA <ol style="list-style-type: none"> Some ideas floated but nothing concrete. Special Events <ol style="list-style-type: none"> Goal: (2) events Tabled Diversity in ASHRAE <ol style="list-style-type: none"> Goal: (1) or (2) events? Tabled Golf Outing – Secure date for next year Amy can secure a date with contact info Product Show <ol style="list-style-type: none"> Lantana went under – money returned? Money should be updated in account. We need a new location – Eric? Amy? Amy and Eric looked into several locations. No firm location decided but options available. 	W. Cunningham / All

	<ul style="list-style-type: none"> i) Lombardo’s near former Lantana proposal. Concern is elevator constraint. ii) Marriott Quincy putting together proposal 	
3.2	<p>Things to do</p> <ul style="list-style-type: none"> 1. Set up meeting responsibility list List has been updated since prior Planning meeting. 2. Need to fill empty chair spots <ul style="list-style-type: none"> i) Government Affairs – Will Fisher? Will still current chair but we should find a candidate for succession ii) BOG – Need to fill two spots for a one & two year term ASAP – Kiersten? Steve? iii) BOG – fill Lucas and Lance positions – Lance and Lucas BOG positions have been filled by Kiersten and Erica iv) Reception/Attendance Committee – Attendance committee has a candidate. Will be reviewed during next BOG. v) Sustainability – Advertise as open. vi) Auditing – Rules about who can be a part of auditing. Will review for next meeting. 3. CRC participation <ul style="list-style-type: none"> a) Contact RVC if you cannot participate CRC is the weekend after next BOG. Will bring up this again for that meeting. 4. BOG to watch Sexual Harassment Prevention videos Will to send link later. 5. Audit last year’s finances No plan discussed. Tabled for now 6. Annual budget approval by September 15th Lucas, Will & Will have a date to review. Will provide plan for next meeting for approval 7. Donate leftover sponsor funds to RP before the end of the year Plan put in place to allow for companies to be represented for the 2021-2022 year for their records and for our upcoming fiscal year of July 2021- June 2022 	
5.0	New Business	
5.1	<p>Newsletter – Allison needs all information: articles, awards, meeting info by 8/31.</p> <ul style="list-style-type: none"> 1. Wild Apricot link: Lucas to generate 	
6.0	Adjournment	