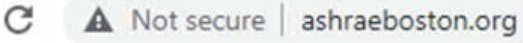




ASHRAE – Boston Chapter Board of Governors
Meeting Agenda

Meeting Date:	November 15, 2021
Meeting Name:	November Board of Governors Meeting
Attendees:	Will Cunningham (President), Vineet Nair (President-Elect), Will Fisher, Eric Edman, Gage Foley, Lucas Rowe, Drew Brown, Tim Driscoll, Erica Norquist, Mallory Epstein, Amy Gebhardt, Matt Hallock, Will Tang
Distribution:	Officers, Board of Governors, Committee Chairs

Item No.	Item Description	Action/Resp.
1.0	Opening Remarks	Will C.
1.1	Welcome and introductions	
2.0	Old Business	
2.1	Approve August, September, & October Meeting Minutes August and October approved	BOG/Officers
2.2	Treasurer's Report <ul style="list-style-type: none"> File the e-Postcard due 11/15/21; filed last week per Lucas 	Lucas R.
2.3	Website <ul style="list-style-type: none"> Updates? http to https. Would probably require additional funding 	Liz D.
2.4	Newsletter <ul style="list-style-type: none"> Reminder: Get info on meeting 2 weeks before meeting time 	Allison G.
2.5	Chapter Opportunity Fund Tabled	William C. / Vineet N.
2.6	Product Show <ul style="list-style-type: none"> Lombardo's – issue is 2nd floor, elevator Quincy Marriott <ul style="list-style-type: none"> Room for about 75 booths plus optionally about 20 tables \$1000 or \$1100 – preference to keep \$1000 as long as hall can accommodate Poll results positive (54%) for attending indoor event BOG voted to move forward with Quincy Marriott with a date of 4/12/21	Eric E. / Amy G.
2.7	Auditing Committee <ul style="list-style-type: none"> Do we not have to do this as we have a private auditor? Lucas: optional committee; recommended that CFA (or audit committee) go over finances annually. 	Lucas R.
2.8	BOG/Officers to watch Sexual Harassment Prevention videos. See link(s): https://www.youtube.com/watch?v=sL7LwBsV9bM https://www.youtube.com/watch?v=1za7gs9S2H0 Reminder: Please email Will C when you have watched videos.	BOG / Officers
2.9	Last Year Sponsor Funds for RP – Is this handled for our sponsors for tax purposes? Chapter didn't send listing of CY21 corporate sponsors to Society in time for Society to include in their FY21 tax filing (which closed in July). Post-meeting note: Lucas has submitted, and Society is expected to issue letters this calendar year.	Lucas R. / Will F.

2.10	Government Affairs – need a chair. RVC may help us find someone within these contacts. Mallory Epstein approved as new GAC chair. Will C. reach out to Tamara to have Mallory added to email alias list.	William C.
2.11	Future Meetings – December meeting will be a joint meeting with ASPE <ul style="list-style-type: none"> • Amy do you have any updates on this? Will F took over Dec meeting planning, spoke with Luther at ASPE. • ASPE was planning for in-person meeting in Boston. ASPE asked ASHRAE to host meeting, and due to timing we will do virtual. • Tentative date 12/14. 	Will F.
2.12	Security <ul style="list-style-type: none"> • Everyone to review attached PowerPoint from Society • Boston chapter website currently is http instead of https. We should be https as we are currently not secure.  <p>Will C reach out to Liz to obtain cost estimate to switch. Will C moved to approve \$600 to provide for switching. Approved.</p>	BOG/Officers
2.13	YEA Axe Throwing Event <ul style="list-style-type: none"> • Review event • Approval of food and bar bills - lessons learned for the future. Reminder that ASHRAE doesn't allow us to pay for alcohol. 	Matt H. / Gage Foley
2.14	Other Volunteers <ul style="list-style-type: none"> • See email from grad student Tammy. May make a good Co-Chair for SA. • Any other people? 	William C.
3.0	New Business	
3.1	Attendance <ul style="list-style-type: none"> • Reminder to submit attendance to Jim at society for PAOE points. Currently we get attendance from Tamara. Starting when we move to in-person meetings, Attendance committee we will need to record attendance. • Will C. has badge printer and attendance computer. 	Drew B.
3.2	Chapter Technology Transfer Committee (CTTC)	Will F.
3.3	Government Affair Committee (GAC)	Will F.
3.4	Historian	Eric E.
3.5	Honors & Awards	Bob P
3.6	Membership Promotion (MP)	Kiersten W. / Tim D.
3.7	Newsletter	Allison G.
3.8	Nominating <ul style="list-style-type: none"> • Anand Seth & Gordon Sharp – nomination papers due 12/1. Other fellows are responsible for nomination. • Sponsor Recognition – <ul style="list-style-type: none"> ○ None for 2020 or 2021 sponsorship years. ○ Plan an event for this ASHRAE year. Could do jointly with golf outing. 	(Will C for) Bob P.
3.9	Professional Development <ul style="list-style-type: none"> • Do we need this as its own Chair? I have someone that may be interested in this. • Encourage incorporation in CTTC 	Will F.
3.10	Publicity	Liz D.
3.11	Refrigeration	Steven T.

3.12	Research Promotion (RP) <ul style="list-style-type: none"> Donor Recognition Items (Deanna do you know anything about these?) Reminder: Full Circle & Full Circle+ – Due TODAY 11/15 	Vineet N.																																
3.13	Sustainability <ul style="list-style-type: none"> Establish a committee 	Kiersten W.																																
3.14	Special Events <ul style="list-style-type: none"> Amy suggested summer social 	Amy G.																																
3.15	Student Activities (SA)	Steve R.																																
3.16	Website – see Old Business	Liz D.																																
3.17	Diversity in ASHRAE (DiA) <ul style="list-style-type: none"> In-person event in December or January: paint night, trivia 	Erica N.																																
3.18	Young Engineers in ASHRAE (YEA) <ul style="list-style-type: none"> Webinar in early December or January 	Gage F., Matt H.																																
3.19	Golf Committee – <ul style="list-style-type: none"> Need to form a committee. <ul style="list-style-type: none"> Will F. and Mallory could contribute. Ask product reps if they can help to plan Price has been raised from \$15,250 to \$21,600 total May need to consider upping the foursome price New location if this is too much? 	TBD																																
3.20	Product Guide <ul style="list-style-type: none"> Lance getting Leo up to speed on 11/16 	Lance B, Leandro Araujo																																
3.21	Upcoming Meetings <ul style="list-style-type: none"> December – see Old Business; tentative date 12/14 January – tentative date 11th February – tentative date 15th March – AEE-hosted (website says the 2nd) April – product show, 12th May – golf on 16th, installation of officers TBD 	Will F.																																
3.22	Presidential Award of Excellence (PAOE) <p>Expanded Achievements</p> <table border="1"> <tr> <td>▶ Chapter Operations</td> <td>Par: 1200</td> <td>Min Points: 600</td> <td>Total Points: 740</td> </tr> <tr> <td>▶ Chapter Technology Transfer</td> <td>Par: 1050</td> <td>Min Points: 550</td> <td>Total Points: 200</td> </tr> <tr> <td>▶ Communications</td> <td>Par: 700</td> <td>Min Points: 300</td> <td>Total Points: 50</td> </tr> <tr> <td>▶ Government Affairs</td> <td>Par: 1000</td> <td>Min Points: 500</td> <td>Total Points: 0</td> </tr> <tr> <td>▶ Historical</td> <td>Par: 300</td> <td>Min Points: 100</td> <td>Total Points: 440</td> </tr> <tr> <td>▶ Membership Promotion</td> <td>Par: 1600</td> <td>Min Points: 1000</td> <td>Total Points: 600</td> </tr> <tr> <td>▶ RP</td> <td>Par: 1050</td> <td>Min Points: 800</td> <td>Total Points: 120</td> </tr> <tr> <td>▶ Student Activities</td> <td>Par: 800</td> <td>Min Points: 500</td> <td>Total Points: 350</td> </tr> </table>	▶ Chapter Operations	Par: 1200	Min Points: 600	Total Points: 740	▶ Chapter Technology Transfer	Par: 1050	Min Points: 550	Total Points: 200	▶ Communications	Par: 700	Min Points: 300	Total Points: 50	▶ Government Affairs	Par: 1000	Min Points: 500	Total Points: 0	▶ Historical	Par: 300	Min Points: 100	Total Points: 440	▶ Membership Promotion	Par: 1600	Min Points: 1000	Total Points: 600	▶ RP	Par: 1050	Min Points: 800	Total Points: 120	▶ Student Activities	Par: 800	Min Points: 500	Total Points: 350	Committee chairs, please update your PAOE numbers. Early updates will earn you bonus points
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4.0	Other Business Reach out to volunteers who have not been participating regarding commitment level	Will C.																																
5.0	Adjournment	William C.																																

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