



**Planning Meeting 2023-24**

**Meeting Minutes**

Date of Meeting: July 11<sup>th</sup> 2022

Location: BR+A, Boston

Attendees:

<b>Name</b>	<b>Position Held</b>	<b>E-mail</b>	<b>Attendance</b>
Will Fisher	President	wfisher@fiainc.com	y
Lance Brown	President-Elect, RP Chair	lbrown@akfgroup.com	y
Lucas Rowe	Vice President, CTTC Chair	lrowe@accuspecinc.com	
Kellie Sacco	Secretary	kelliemsacco@rtforbes.com	y
Catie Ball	Treasurer	Catie.Ball@trane.com	y
Will Tang	BOG (21-24)	wtang@brplusa.com	y
Kasey Boxleitner	BOG (21-24)	Kasey.Boxleitner@trane.com	
Deanna Adkison	BOG (21-24), Nominating	dadkison@f-t.com	
Drew Brown	BOG (21-24), Attendance Chair	dbrown@fiainc.com	y
Dan Diorio	BOG (22-25), Nominating	dan.diorio@bc.edu	y
Amy Gebhardt	BOG (22-25), DiA Chair	amy.gebhardt@victaulic.com	
Matt Hallock	BOG (22-25), YEA Chair	matt@trumbullcampbell.com	y
Josephine Wendroth	BOG (22-25), MP Co-Chair	jwendroth@cmta.com	y
Allison Guttadauro	BOG (23-26)	allison@trumbullcampbell.com	
Ben Pignatelli	BOG (23-26), GAC Chair	bpignatelli@energy-solution.com	y
Tim Driscoll	BOG (23-26), MP Co-Chair	timothydriscoll@siemens.com	y
Vineet Nair	BOG (23-26)	vineet.nair@crbgroup.com	y
Bob Persechini	Nominating & Honors/Awards Chair	bob.persechini@nv5.com	
Eric Edman	Historian	eedman@brplusa.com	y
Ben Kleine-Kracht	Webmaster & Communications Chair	benkk@cmta.com	y
Jake O'Donnell	Newsletter Editor	jake@fesone.com	
Steven Tafone	Refrigeration Subcommittee Chair	stafone@suffolk.com	y
Noah Stevens	SA & Scholarship Chair	Noah.Stevens@arup.com	y
Lindsay Dallman	Sustainability Chair	LDallman@purolighting.com	
Kevin Doty	Professional Development Chair	kevin.doty@victaulic.com	

Additional Attendees:

<b>Name</b>	<b>E-mail</b>	<b>Committee Assignment</b>

<b>Item No.</b>	<b>Item Description</b>	<b>Action/Resp.</b>
<b>1.0</b>	<b>Opening Remarks</b>	Will F.
1.1	Welcome and Introductions	
<b>2.0</b>	<b>Old Business</b>	
2.1	Treasurer's Report  Transition Update <ul style="list-style-type: none"> <li>- Catie and Lucas transitioned the accounts</li> <li>- Discussion on Bonds vs high interest savings accounts – Catie to look into</li> </ul>	Catie B.
<b>3.0</b>	<b>New Business</b> <ul style="list-style-type: none"> <li>• ASHRAE Summer Conference – Sarah Maston was the Master of Ceremonies -Regional Dinner – Follow up on funds from regional</li> <li>• CRC Booking -Projector and History Item</li> <li>• Basecamp – Lance asking for us to maintain basecamp (add new admins, Kellie and Lance to meet and discuss access) Review yearly – make current</li> <li>• Committees and budgets - by September meeting (to be completed and submitted for approval) Committees to submit budget to Catie for September meeting</li> </ul>	
3.1	Attendance <ul style="list-style-type: none"> <li>- Drew to run the booth at monthly meetings for 2023/2024</li> </ul>	Drew B.
3.2	Chapter Technology Transfer Committee (CTTC) <ul style="list-style-type: none"> <li>• 4 Distinguished Lecturers for 23/24 – Steve Sil suggested we could have (4) region to pay for travel</li> <li>• Discussion on potential speakers/tours – Will's notes</li> <li>• ASHRAE to have joint meetings with ASHBY and AEE – Dates TBD</li> <li>• September meeting potential tour</li> </ul>	
3.3	Government Affairs Committee (GAC) <ul style="list-style-type: none"> <li>• Day on the Hill</li> </ul>	Ben P.
3.4	Historian Carry over from last year's planning meeting: <ul style="list-style-type: none"> <li>• Update chapter bio on website</li> </ul>	Eric E.
3.5	Honors & Awards <ul style="list-style-type: none"> <li>• Regional Awards due close of business on Wednesday August 9th , 2023</li> <li>• Provide list of members that have supported our chapter through the years and ensure they get the recognition they deserve (coordinate with honors and awards comm.)</li> </ul>	Bob P.
3.6	Membership Promotion (MP) <ul style="list-style-type: none"> <li>• 5 new members per month</li> </ul>	Tim D./ Josephine
3.7	Newsletter <ul style="list-style-type: none"> <li>• Next Newsletter</li> </ul>	.Jake O.
3.8	Nominating <ul style="list-style-type: none"> <li>•</li> </ul>	Bob P.
3.10	Publicity <ul style="list-style-type: none"> <li>• LinkedIn</li> </ul>	Ben K.

	<ul style="list-style-type: none"> <li>Website Update</li> <li>Received first mark up of website – content transfer in progress</li> </ul>	
3.11	Refrigeration <ul style="list-style-type: none"> <li>look into speaker/topic in refrigeration (tech session?)</li> </ul>	Steven T.
3.12	Research Promotion (RP) <ul style="list-style-type: none"> <li>Recognize all donors at chapter event and work with Webmaster to promote sponsorships . – still needs to be done for 2023 (potential cocktail hour)</li> <li>Name badges – order now for September – Will / Eric</li> <li>Attend Centralized RP training. – Lance to attend</li> </ul>	Lance B.
3.13	Sustainability <ul style="list-style-type: none"> <li>Kiersten W. introduced Lindsay to the Sustainability Committee. -</li> <li>Will Shared details from the MCO</li> </ul>	Kiersten W./Lindsay D.
3.14	Special Events <ul style="list-style-type: none"> <li>Product show Update – April 2024</li> <li>Form committee – recruit 2-3 people between now and Sept</li> </ul>	Amy G./Vineet
3.15	Student Activities (SA) <ul style="list-style-type: none"> <li>Communications with Ashley Keller (SA RVC)</li> <li>July 7<sup>th</sup> Centralized Training</li> </ul>	Noah S.
3.16	Website <ul style="list-style-type: none"> <li></li> </ul>	Ben K.
3.17	Diversity in ASHRAE (DiA) <ul style="list-style-type: none"> <li></li> </ul>	Deanna A.
3.18	Young Engineers in ASHRAE (YEA) <ul style="list-style-type: none"> <li>July 19<sup>th</sup> Joint ASPE Event</li> </ul>	Matt H./ Amy G.
3.19	Golf Committee <ul style="list-style-type: none"> <li>Pine Hills May 2023</li> <li>Volunteers needed – doubled in size. Raffle ideas, more sponsors, more outreach</li> </ul>	Matt H.
3.20	CRC <ul style="list-style-type: none"> <li>Any motions to bring to CRC? We will need to begin the planning process for this.</li> <li>Ensure we have participation at all required trainings</li> <li>Need to create a CRC committee</li> <li></li> </ul>	Officers / Chairs
3.21	Employer Recognition <ul style="list-style-type: none"> <li>Have we created a list of companies? Said to be 5</li> <li>Where &amp; when?</li> <li>We usually have a special event just for this, but we may want to hold off until next year for a separate event</li> <li>Most active member recognition? May help with Membership promotion as well</li> </ul>	Tim D. /Josephine W. /Vineet
3.22	Product Guide <ul style="list-style-type: none"> <li>Update / plan moving forward</li> </ul>	John S./Lance B.

3.23	Sponsorship <ul style="list-style-type: none"> <li>When do we want to start this for next year?</li> </ul>	
3.22	Presidential Award of Excellence (PAOE) <ul style="list-style-type: none"> <li>2022-23 PAOE will be taken offline Saturday, July 15 at 11:59pm</li> </ul>	Committee chairs
<b>4.0</b>	<b>Other Business</b>	
4.1	September & October Meeting <ul style="list-style-type: none"> <li>Location – Sept tour w/ Presentation(Encore or Gillette) / Oct.</li> </ul>	Will F. / Lance B.
4.2	Volunteers <ul style="list-style-type: none"> <li>Need to fill Newsletter/Communication chairs</li> <li>Need to find a member to fill in the BOG role left empty by Erica N.</li> <li>Student Activities</li> </ul>	
4.3	Chapter Assessment	Vineet N.
4.4	Event Calendar <ul style="list-style-type: none"> <li>See attached</li> </ul>	Officers / Chairs
<b>5.0</b>	<b>Adjournment</b>	Will F.

## ASHRAE BOSTON 2023-2024 EVENT CALENDAR

YEAR	DATE	CONFIRMED	LOCATION	MAIN EVENT	SPEAKER(S)	PDH?	TECH SESSION	PDH?	ASHRAE PROMOTIONS	JOINT MEETING?	COMMENTS	ACTION TO
2023	JULY	NO	TBD	ASHRAE and ASPE YEA Summer Social	-		-		-	NO	-	
	AUGUST	NO	TBD		-		-		-	NO	-	
	SEPTEMBER 12	YES	TBD								-Labor Day -Distinguished Lecturer	
		NO	TBD	YEA / "Diversity in ASHRAE" JOINT SOCIAL EVENT	-		-	-	-	-		
	OCTOBER 10	NO	TBD					TBD	YEA NIGHT/ DIVERSITY IN ASHRAE		Columbus Day	
	NOVEMBER 14	YES	TBD						CORPORATE SPONSOR APPRECIATION		- 11/13 Election Day - 11/14 Veterans Day - 11/15 BP Full Circle Deadline, good night to promote BP - Promote Corp. Sponsors in preparation for 2023 sponsors	
	DECEMBER 12	NO	TBD								- Mindful of holiday events	
2024	JANUARY 9	NO	TBD						YEA NIGHT/ DIVERSITY IN ASHRAE	AIA	MLK DAY	
	FEBRUARY 13	NO	TBD								- Valentines Day - Presidents Day	
		NO	TBD	YEA / "Diversity in ASHRAE" JOINT SOCIAL EVENT	-	-	-	-	-	-		
	MARCH 12/13	NO	TBD						SUSTAINABILITY			
		NO	TBD	YEA EVENT #1: ANNUAL CORN HOLE TOURNAMENT?	-	-	-	-	-	-		
	9-Apr	NO	TBD	PRODUCT SHOW		YES		TBD	EMPLOYER RECOGNITION	NO		
		NO	TBD		-	-	-	-	-	-		
	MAY 7	NO	TBD									
	MAY 13	NO	PINE HILLS	ASHRAE GOLF OUTING	-	-	NONE	-	NO	NO	-5/29 Memorial Day	
	JUNE 11	NO	TBD	2023/24 INSTALLATION OF OFFICERS	INSTALLATION OF OFFICERS	NO					NO	-5/29 Memorial Day
		NO	TBD	YEA EVENT #2: TECHNICAL OR SOCIAL EVENT	-	-	-	-	-	-		
	JULY 9	NO	TBD	2023/24 PLANNING MEETING	PLANNING MEETING	NO					NO	

## ASHRAE BOSTON 2023-2023 EVENT CALENDAR