



Board Meeting Minutes – July 2025 [Planning Meeting]

Date of Meeting: July 15, 2025

Location: BR+A Boston [10 Guest St, Boston, MA]

Time: 5:00 PM [Dinner will be delivered at 4:45PM]

Name	Position Held	Email Alias(es)	Email	Attendance
Lucas Rowe	President, RP Co-Chair	C001, C001RPC	president@ashraeboston.org , lrowe@accuspecinc.com	X
Kellie Sacco	President-Elect, RP Chair, CTTC Co-Chair	C001PE, C001RP, C001CTTC	Kelliemsacco@rtforbes.com	X
Catie Ball	Vice President, CTTC Chair	C001VP, C001CTTC	Catie.Ball@trane.com	X
Tim Driscoll	Treasurer	C001tr	tdriscoll@navitas-llc.com	X
John Maw	Secretary	C001sec	jmaw@distech-controls.com , johnpmaw@gmail.com	X
Allison Guttadauro	BOG (23-26), DEI Chair	C001BOG2	aguttadauro@apav.com	X
Ben Pignatelli	BOG (23-26), GAC Chair	C001BOG3, C001GAC	bpignatelli@energy-solution.com	X
Cam Fisher	BOG (23-26), YEA Chair	C001BOG10, C001memc	Cam@fesone.com	X
Vineet Nair	BOG (23-26), CRC Chair	C001BOG11	VNair@sarepta.com	X
Michael Coulanges	BOG (24-27)		michael.coulanges@viega.us	
Enrica Galasso	BOG (24-27)		Enrica.Galasso@nationalgrid.com	X
Will Fisher	BOG (24-27)		wfisher@fiainc.com	X
Deanna Adkison	BOG (24-27)	C001BOG4	dadkison@f-t.com	X
Lance Brown	BOG (25-28)		Lance.brown@wsp.com	X
Matt Halley	BOG (25-28), Sustainability Chair		mhalley@buckleyonline.com	X
Matt Hallock	BOG (25-28), Golf Chair	C001BOG9	mhallock@apav.com	X
Josephine Wendroth	BOG (25-28), Newsletter Editor, MP Chair	C001BOG7, C001mem	jwendroth@cmta.com	X
Bailey Estes	Attendance Chair, DEI Co-Chair	-	BEstes@ghtltd.com	X
Bob Persechini	Nominating & Honors/Awards Chair	C001ha	bob.persechini@nv5.com	X
Kevin Doty	Historian, Professional Development Chair	C001his	Kevin.Doty@victaulic.com	X
Ben Kleine-Kracht	Webmaster & Communications Chair	C001web, C001CC	benkk@cmta.com	
Steven Tafone	Refrigeration Committee Chair	C001ref	stafone@suffolk.com	X
Ali Rifai	Student Activities Chair		Ali.rifai@siemens.com	X
Ryan Carney	Student Activities Committee Member		Ryan.Carney@siemens.com	X
Elaina Murphy	MP Co-Chair	-	EMurphy@brplusa.com	X

Kara Walser	Communications Chair	Kara.Walser@trane.com	X
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Additional Attendees:

Name	Position Held	Email	Attendance
Sarah Maston	Society President Elect	Sarah.Maston@collierseng.com	
Charlie Bertuch	Region 1 DRC	charles.bertuch@collierseng.com	
Ben Breton	Volunteer	Ben.Breton@victaulic.com	X
Darcy Carbone			X
Eric Edman	BR+A		X

Item No.	Item Description	Action/Resp.
1.0	Call to Order 5:03PM	Lucas Rowe
1.1	<p>Welcome</p> <ul style="list-style-type: none"> Value Statement <i>In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.</i> 	Lucas Rowe
1.2	Introductions/Quorum	Lucas R. / John M.
1.3	<p>General</p> <ul style="list-style-type: none"> Manual for Chapter Operations [MCO] Boston Chapter Bylaws <ul style="list-style-type: none"> All chapters to update bylaws by end of year ASHRAE Boston Website <ul style="list-style-type: none"> Looking to fill position for webmaster Basecamp CIQ/Aliases PAOE 	Lucas Rowe
1.4	<p>Planning</p> <ul style="list-style-type: none"> CRC <ul style="list-style-type: none"> Hauppauge, NY [8/21 - 8/23] CRC Registration Hotel Reservations Event Schedule Recommend attending if you're on the committee for the 2026 CRC in Boston 	Lucas Rowe
2.0	Standing Committees	-
2.1	<p>Treasurer</p> <ul style="list-style-type: none"> June Report <ul style="list-style-type: none"> As of June 10th, chapter has opened a 10-month CD with Chase Bank for \$50K 2025-2026 Budget 	Tim Driscoll

	<ul style="list-style-type: none"> ○ <i>Aiming to have approved at September BOG meeting</i> 	
2.2	<p>Attendance</p> <ul style="list-style-type: none"> ● Getting Computer/Printer from Drew (Will. F) 	Bailey Estes
2.3	<p>Chapter Technology Transfer Committee (CTTC)</p> <ul style="list-style-type: none"> ● Presidential Theme: Healthy Buildings: Designing for Life ● Calendar Link to Basecamp <ul style="list-style-type: none"> ○ Review Calendar and dates ○ Current list of presenters that have reached out ○ Additional Topic Ideas ○ September Tour? ○ New Meeting Location? (John) <ul style="list-style-type: none"> ▪ <i>Trade sponsorships for venue space?</i> ▪ <i>The Hub on Causeway?</i> ○ DL Possibilities ○ Assign Meeting Managers ○ <i>PIE Instructions for Course Applications (link from Basecamp)</i> 	Catie Ball
2.4	<p>Government Affairs Committee (GAC)</p> <ul style="list-style-type: none"> ● <i>Ben P. gave testimony on senate bill 1516 at the State House on behalf of Society</i> 	Ben P.
2.5	Historian	Kevin Doty
2.6	<p>Honors & Awards</p> <ul style="list-style-type: none"> ● ASHRAE Annual Meeting Awards ● <i>Two members of the local chapter recognized</i> 	Bob P. / Dan D.
2.7	<p>Membership Promotion (MP)</p> <ul style="list-style-type: none"> ● 2024 Final Update, 2025 Goals <ul style="list-style-type: none"> ○ <i>Did not meet goal in 2024, as Region I goals were aggressive</i> ● New Co-Chair (Elaina) 	Josephine W. / Elaina M.
2.8	<p>Newsletter</p> <ul style="list-style-type: none"> ● 1st of Month Distribution (asking too much?) <ul style="list-style-type: none"> ○ <i>Articles due at least one week prior</i> ○ <i>Can post recap of previous month's meeting, and announcement/preview of upcoming meeting (registration email to follow 2-3 days after)</i> ○ <i>To be distributed to full email list (as opposed to just members)</i> 	Josephine W.
2.9	<p>Nominating</p> <ul style="list-style-type: none"> ● <i>Looking to fill Webmaster position</i> ● <i>Regional positions are available as well (RP & GAC); nominations must come from the chapter</i> 	Bob P.
2.10	<p>Communications</p> <ul style="list-style-type: none"> ● Need to give LinkedIn access and connect with CTTC about email distribution 	Kara W.
2.11	<p>Website</p> <ul style="list-style-type: none"> ● Logo sizing (Mobile vs Desktop) <i>for sponsors – seems to only affect Gold Level sponsor logos</i> 	Ben K.
2.12	<p>Refrigeration</p> <ul style="list-style-type: none"> ● <i>Can get PAOE points if we host a meeting on refrigeration – Steve suggests January/February</i> 	Steve Tafone
2.13	Research Promotion (RP)	Kellie Sacco
2.14	<p>Sustainability</p> <ul style="list-style-type: none"> ● Earth Day Clean Up. What else? ● Meeting or Tech Session? 	Matt Halley
2.15	<p>Special Events</p> <ul style="list-style-type: none"> ● 2026 CRC <ul style="list-style-type: none"> ○ Any Urgent Matters ○ Bank Account ○ Volunteer Status ○ <i>Have two carloads (speakers, projectors, stands, etc.)worth of material that must be transported from Long Island to Boston – looking for volunteer to drive Uhaul truck (or carry in personal vehicles)</i> ○ <i>Vineet still looking for five volunteers – to send email with open positions & descriptions</i> 	Vineet Nair

2.16	Student Activities (SA) <ul style="list-style-type: none"> • Student Chapters losing Active Status <ul style="list-style-type: none"> ○ <i>Don't have student advisor/faculty advisor or haven't filled out reports</i> ○ <i>Wentworth, Northeastern, & MIT</i> ○ <i>If you know any faculty there, please reach out</i> • Changes to Scholarship Requirements/Selection 	Ali Rafi
2.17	Diversity in ASHRAE (DEI) <ul style="list-style-type: none"> • Event (Fall?) 	Alison G.
2.18	Young Engineers in ASHRAE (YEA) <ul style="list-style-type: none"> • (2) Events (Fall/Spring) 	Cam Fisher
2.19	Golf <ul style="list-style-type: none"> • Date / Deposit • <i>Targeting May 11th</i> 	Matt Hallock
2.20	Product Guide <ul style="list-style-type: none"> • Cover Photo <ul style="list-style-type: none"> ○ <i>Looking for photos of 10 World Trade; John to check to see if we can provide any on behalf of Distech</i> 	Lucas Rowe
2.21	Sponsorship <ul style="list-style-type: none"> • CRC Sponsorship Meeting 	Bob P.
3.0	Regular Chapter Business	-
3.1	Approval of Previous Meeting Minutes	John Maw
3.2	Presidential Award of Excellence (PAOE)	Lucas Rowe
3.3	Event Calendar	Lucas R. / Kellie S.
4.0	New Business	
4.1	Motions <ul style="list-style-type: none"> • Budget 	Lucas
5.0	Adjournment 6:57PM	Lance