



**Board Meeting Agenda 2023-24**

**Date of Meeting:** October 17<sup>th</sup>, 2023

**Location:** Hybrid

Name	Position Held	E-mail	Attendance
Will Fisher	President	wfisher@fiainc.com	X
Lance Brown	President-Elect, RP Chair	lbrown@akfgroup.com	X
Lucas Rowe	Vice President, CTTC Chair	lrowe@accuspecinc.com	X
Kellie Sacco	Secretary, Sustainability Chair	kelliemsacco@rtforbes.com	
Catie Ball	Treasurer	Catie.Ball@trane.com	X
Will Tang	BOG (21-24)	n1iq3ag8@duck.com	
Kasey Boxleitner	BOG (21-24)	Kasey.Boxleitner@trane.com	
Deanna Adkison	BOG (21-24), Nominating	dadkison@f-t.com	X
Drew Brown	BOG (21-24), Attendance Chair	dbrown@fiainc.com	X
Dan Diorio	BOG (22-25), Nominating	dan.diorio@bc.edu	X
Amy Gebhardt	BOG (22-25)	amy.gebhardt@victaulic.com	
Matt Hallock	BOG (22-25), YEA Chair	matt@trumbullcampbell.com	
Josephine Wendroth	BOG (22-25), MP Co-Chair	jwendroth@cmta.com	X
Allison Guttadauro	BOG (23-26)	allison@trumbullcampbell.com	
Ben Pignatelli	BOG (23-26), GAC Chair	bpignatelli@energy-solution.com	
Tim Driscoll	BOG (23-26), MP Co-Chair	timothydriscoll@siemens.com	X
Vineet Nair	BOG (23-26)	vineet.nair@crbgroup.com	X
Bob Persechini	Nominating & Honors/Awards Chair	bob.persechini@nv5.com	
Eric Edman	Historian	eedman@brplusa.com	
Ben Kleine-Kracht	Webmaster & Communications Chair	benkk@cmta.com	X
Jake O'Donnell	Newsletter Editor	jake@fesone.com	
Steven Tafone	Refrigeration Subcommittee Chair	stafone@suffolk.com	X
Noah Stevens	SA & Scholarship Chair	Noah.Stevens@arup.com	X
	Sustainability Chair		
Kevin Doty	Professional Development Chair	kevin.doty@victaulic.com	
	DEI Chair		

**Additional Attendees:**

Name	E-mail	Committee Assignment
Grace White	SA Committee	SA Committee
Cameron White		

--	--	--

<b>Item No.</b>	<b>Item Description</b>	<b>Action/Resp.</b>
1.0	<b>Opening Remarks</b>	Will F.
1.1	<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>• Cam Fisher</li> </ul>	
2.0	<b>Old Business</b> <ul style="list-style-type: none"> <li>• Basecamp <ul style="list-style-type: none"> <li>○ Keep Documents uploaded in Basecamp</li> </ul> </li> <li>• Sustainability and DIE Chair Positions <ul style="list-style-type: none"> <li>○ Promote open positions on the website and newsletter</li> </ul> </li> </ul>	
2.1	<ul style="list-style-type: none"> <li>• September Meeting minutes <ul style="list-style-type: none"> <li>○ <b>Approved - Motion - Lucas R. , Second - Ben Klein-Kracht</b></li> </ul> </li> <li>• Treasurer's Report <ul style="list-style-type: none"> <li>○ Future Investment Options</li> </ul> </li> </ul>	
3.0	<b>New Business</b>	
3.1	<b>Attendance</b> <ul style="list-style-type: none"> <li>• <b>Request to replace Laptop</b></li> <li>• <b>Drew to look into new Nametag Solution or Laptop</b></li> </ul>	Drew B.
3.2	<b>Chapter Technology Transfer Committee (CTTC)</b> <ul style="list-style-type: none"> <li>• Technology Award - Promotion</li> <li>• 4 Distinguished Lecturers for 23/24 <ul style="list-style-type: none"> <li>○ Oct, Nov, Jan, Feb confirmed DL <ul style="list-style-type: none"> <li>▪ <b>Nov Confirmed</b></li> <li>▪ <b>Jan &amp; Feb trying to get final confirmation</b></li> </ul> </li> <li>○ ASPE Location (Dec)</li> </ul> </li> </ul>	Lucas
3.3	<b>Government Affairs Committee (GAC)</b> <ul style="list-style-type: none"> <li>• Massachusetts House Bill 4098</li> </ul>	Ben P.
3.4	<b>Historian</b> Carry over from last year's planning meeting: <ul style="list-style-type: none"> <li>• Update the chapter bio on the website</li> <li>• Provide a 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>	Eric E.
3.5	<b>Honors &amp; Awards</b>	Bob P.
3.6	<b>Membership Promotion (MP)</b> <ul style="list-style-type: none"> <li>• <b>PAOE Points for meeting with Regional</b></li> </ul>	Tim D./ Josephine
3.7	<b>Newsletter</b> <ul style="list-style-type: none"> <li>• Newsletter Update</li> <li>• Josephine offered to assist</li> <li>• <b>Looking to use new website for Newsletter.</b></li> <li>• <b>Need to get newsletter sent.</b></li> </ul>	Jake O.
3.8	<b>Nominating</b>	Bob P.
3.10	<b>Publicity</b>	Ben K.

	<ul style="list-style-type: none"> <li>• LinkedIn – Post &amp; Repost/Share</li> <li>• Website Update</li> </ul>	
3.11	<b>Refrigeration</b> <ul style="list-style-type: none"> <li>• <b>Slides Provided from Oct. Meeting – Ben to upload to Website</b></li> </ul>	Steven T.
3.12	<b>Research Promotion (RP)</b> <ul style="list-style-type: none"> <li>• Donor Recognition at Events <ul style="list-style-type: none"> <li>○ <b>Suggestion to offer tickets to Nov. Meeting</b></li> <li>○ <b>Suggestion to provide plaques to sponsors</b></li> <li>○ <b>Deadline for Full Circle is 11/15 (\$100 per BOG member requested, \$150 for coin)</b></li> </ul> </li> </ul>	Lance B.
3.13	<b>Sustainability</b> <ul style="list-style-type: none"> <li>• Promote Open Position – Newsletter/Website/LinkedIn</li> </ul>	
3.14	<b>Special Events</b> <ul style="list-style-type: none"> <li>• Product Show Update <ul style="list-style-type: none"> <li>○ <b>Venue secure – More to come</b></li> </ul> </li> </ul>	Vineet
3.15	<b>Student Activities (SA)</b> <ul style="list-style-type: none"> <li>• Consider February Student Night <ul style="list-style-type: none"> <li>○ <b>Possibly move Feb meeting to Cambridge to get more students</b></li> </ul> </li> <li>• <a href="#">STEM Leadership Award</a> <ul style="list-style-type: none"> <li>○ <b>BOG to promote any STEM activity in K-12 for this award</b></li> </ul> </li> <li>• New Committee Member – <a href="#">Grace White</a> <ul style="list-style-type: none"> <li>○ <b>Make Sure Advisors are on the Newsletter</b></li> <li>○ <b>Newsletter - Scholarships</b></li> </ul> </li> </ul>	Noah S.
3.16	<b>Website</b> <ul style="list-style-type: none"> <li>• Who needs admin access?</li> <li>• Any necessary improvements/feedback? <ul style="list-style-type: none"> <li>○ <b>Ben to look into new email system</b></li> <li>○ <b>Ben to add 'Student' option for meetings</b></li> </ul> </li> </ul>	Ben K.
3.17	<b>Diversity in ASHRAE (DEI)</b> <ul style="list-style-type: none"> <li>• <b>Open Position</b></li> </ul>	Deanna A.
3.18	<b>Young Engineers in ASHRAE (YEA)</b> <ul style="list-style-type: none"> <li>• Potential events before Halloween <ul style="list-style-type: none"> <li>○ <b>Pickleball Event – 11/8</b></li> </ul> </li> </ul>	Matt H.
3.19	<b>Golf Committee</b> <ul style="list-style-type: none"> <li>• Raffles – Donation / Purchases</li> <li>• Sponsorships (Lunch/Dinner/Beverage/Range/Tee)</li> <li>• Tee Gifts - (Jacket/Hat?)</li> </ul>	Matt H.
3.20	<b>CRC (2026)</b> <ul style="list-style-type: none"> <li>• Meet with CT team for guidance</li> <li>• Locate Venue</li> <li>• Create Committee</li> </ul>	
3.21	<b>Employer Recognition</b> <ul style="list-style-type: none"> <li>• Have we created a list of companies? Said to be 5</li> <li>• Where &amp; when?</li> </ul>	Tim D. /Josephine W. /Vineet

	<ul style="list-style-type: none"> <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>	
3.22	<b>Product Guide</b> <ul style="list-style-type: none"> <li>RepGuide.co <ul style="list-style-type: none"> <li><b>Company complies all vendors information</b></li> <li><b>Would be more expensive</b></li> <li><b>Can add print option</b></li> <li><b>Does not use standard line-cards, would be generated by the RepGuide</b></li> </ul> </li> </ul>	Lance B.
3.23	<b>Sponsorship</b> <ul style="list-style-type: none"> <li>Add Contact on Website</li> <li>Include in Newsletter</li> <li>Promote at events</li> </ul>	Noah S.
3.22	<b>Presidential Award of Excellence (PAOE)</b> <ul style="list-style-type: none"> <li><b>Update</b></li> </ul>	Committee Chairs
<b>4.0</b>	<b>Other Business</b>	
4.1	<b>November Meeting</b> 11/14/2023 DoubleTree - Cambridge, MA Engineers are the Physicians of the Future	Will F. / Lance B.
4.2	<b>Volunteers</b> <ul style="list-style-type: none"> <li>Need to fill sustainability, DEI, product guide, and possibly Newsletter/Communication chairs</li> </ul>	
4.3	<b>Chapter Assessment</b>	Vineet N.
4.4	<b>Event Calendar</b> <ul style="list-style-type: none"> <li>See attached</li> <li>Potential ALI events to take place in Boston <ul style="list-style-type: none"> <li><b>\$50,000 to host, would try to recoup money via registrations</b></li> </ul> </li> </ul>	Officers / Chairs
<b>5.0</b>	<b>Adjournment</b> <ul style="list-style-type: none"> <li><b>Motion - Will F. , Second - Deanna A.</b></li> </ul>	Will F.