

### Board Meeting Agenda 2023-24

**Date of Meeting:** January 9<sup>th</sup>, 2024

**Location:** Hybrid

Name	Position Held	E-mail	Attendance
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	Y
Kellie Sacco	Secretary, Sustainability Chair	kelliemsacco@rtforbes.com	Y
Catie Ball	Treasurer	Catie.Ball@trane.com	Y
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	Y
Drew Brown	BOG (21-24), Attendance Chair	dbrown@fiainc.com	Y
Dan Diorio	BOG (22-25), Nominating	dan.diorio@bc.edu	Y
<del>Amy Gebhardt</del>	<del>BOG (22-25)</del>	<del>amy.gebhardt@victaulic.com</del>	
Matt Hallock	BOG (22-25), YEA Chair	mhallock@apav.com	Y
Josephine Wendroth	BOG (22-25), Newsletter Editor, MP Co-Chair	jwendroth@cmta.com	Y
Allison Guttadauro	BOG (23-26)	allison@trumbullcampbell.com	Y
Ben Pignatelli	BOG (23-26), GAC Chair	bpignatelli@energy-solution.com	
Tim Driscoll	BOG (23-26), MP Co-Chair	timothydriscoll@siemens.com	
Vineet Nair	BOG (23-26)	vineet.nair@crbgroup.com	
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
Steven Tafone	Refrigeration Subcommittee Chair	stafone@suffolk.com	Y
Noah Stevens	SA & Scholarship Chair	Noah.Stevens@arup.com	Y
Mathew Halley	Sustainability Chair	mhalley@buckleyonline.com	Y
Kevin Doty	Professional Development Chair	kevin.doty@victaulic.com	
	DEI Chair		

Additional Attendees:

Dean Lees		
Enrica Galasso		Government Affairs
Dean Lees		Sustainability
Mary Kandaras		YEA
Grace White		Student Activities

Steve Sill		DRC
Cam Fisher		
Sarah Matheson		
Bob Perschini		

Item No.	Item Description	Action/Resp.
1.0	<b>Opening Remarks</b>	Will F.
1.1	Welcome and Introductions <ul style="list-style-type: none"> <li>Starting with the statement on Code of Ethics Meeting</li> <li>Meeting minutes</li> </ul>	
2.0	<b>Old Business</b>	
2.1	Treasurer's Report <ul style="list-style-type: none"> <li>Catie review report sent out 12/12/2023</li> <li>Catie and Will to review budget 2023-2024 – to upload to base camp</li> </ul>	Catie B.
3.0	New Business <ul style="list-style-type: none"> <li>Amy - BOG (22-25) Open</li> </ul>	
3.1	Attendance <ul style="list-style-type: none"> <li>New Nametag Solution – new printer needed, laptop broke – proposed \$1,400 for new laptop and printer.</li> <li>Motion to approve – Matt, Drew seconds the motion. Approved up to \$1,600.</li> </ul>	Drew B.
3.2	Chapter Technology Transfer Committee (CTTC) <ul style="list-style-type: none"> <li>February – Kishor Khankari Presenting “Airflow Management Best Practices for Data Centers”</li> <li>March – AEE Join Meeting – Patrick Murphy will present “BERDO 2.0” AEE is looking to move the meeting to March 20<sup>th</sup> – ASHRAE Boston okay with that.</li> </ul>	Lucas
3.3	Government Affairs Committee (GAC) <ul style="list-style-type: none"> <li>Scheduling another Day on the Hill – Spring 2024</li> <li>Will and Ben met with National Grid. MA Clean Heat Standard, National Grid shared letter on position and lines up well with ASHRAE standards – will present to individuals at meeting for perspective and survey</li> </ul>	Ben P.
3.4	Historian 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> <li>E Edman looking for old newsletters to be scanned and archived</li> </ul>	Eric E.
3.5	Honors & Awards <ul style="list-style-type: none"> <li>Heard from Society – looking for an individual Richard Berry from Gloucester MA – award for being member since 1949 – still trying to locate as of 1/9/2024</li> </ul>	Bob P./ Dan D.

3.6	Membership Promotion (MP) <ul style="list-style-type: none"> <li>+3 new members</li> </ul>	Tim D./ Josephine
3.7	Newsletter <ul style="list-style-type: none"> <li>First issue went out – no new updates. PAOE updated</li> </ul>	Josephine W.
3.8	Nominating <ul style="list-style-type: none"> <li>Form Nomination Committee – Bob to make recommendations</li> <li>Recruit next year – need to fill BOG and Secretary spot</li> </ul>	Bob P.
3.10	Publicity <ul style="list-style-type: none"> <li>LinkedIn – Post &amp; Repost/Share – continue online presence</li> <li>Website Update – Confirmed membership list is uploaded once a month</li> </ul>	Ben K.
3.11	Refrigeration <ul style="list-style-type: none"> <li>No update</li> </ul>	Steven T.
3.12	Research Promotion (RP) <ul style="list-style-type: none"> <li>30% of the goal – need to be at 60% by March</li> <li>Received recognition of last years RP donations (above \$150 threshold) – to be given out in February</li> </ul>	Lance B.
3.13	Sustainability <ul style="list-style-type: none"> <li>Welcome Matt &amp; Dean</li> <li>Sarah shared responsibilities of chair position (programs, discussions, etc) – potential Feb or March lecturer for sustainability topic</li> </ul>	Matt & Dean
3.14	Special Events <ul style="list-style-type: none"> <li>Product Show Update <ul style="list-style-type: none"> <li>Venue secured – More to come April 9, 2023</li> <li>Vineet working with facility to correct issues from last year. Promote by end of the month</li> </ul> </li> <li>Regional Dinner In Chicago – 1/21/2024 at the Emerald</li> </ul>	Vineet
3.15	Student Activities (SA) <ul style="list-style-type: none"> <li>2023-2024 JUMP into STEM Challenge Winners (WIP) – 4 Students, seeking donation for students to attend Summer conference. Noah to put together proposal on donation for next meeting. Other organization donating \$200 per student.</li> <li>Consider February Student Night –</li> <li>Student night to be in October next year</li> <li><a href="#">STEM Leadership Award</a></li> <li>Make Sure Advisors are on the Newsletter</li> <li>Newsletter – Scholarships</li> <li>Setting up meetings with Wentworth and MIT ASHRAE groups – Grace looking for speakers (January) -</li> </ul>	Noah S.
3.16	Website <ul style="list-style-type: none"> <li>Any necessary improvements/feedback?</li> </ul>	Ben K.
3.17	<b>Diversity in ASHRAE (DEI)</b> <ul style="list-style-type: none"> <li>No update</li> </ul>	<b>Open</b>
3.18	Young Engineers in ASHRAE (YEA) <ul style="list-style-type: none"> <li>Mary mentioned getting an FE or PE teacher for a study night for YEA members / or speaking from local firms to discuss career growth</li> </ul>	Matt H.
3.19	Golf Committee <ul style="list-style-type: none"> <li>Raffles – Donation / Purchases</li> <li>Sponsorships (Lunch/Dinner/Beverage/Range/Tee) –looking to confirm date and limit for sponsorship – sponsorship invites to be sent out week of 1/8/2024</li> <li>Tee Gifts - (Jacket/Hat?)</li> </ul>	Matt H.

3.20	CRC (2026) <ul style="list-style-type: none"> <li>Meet with CT team for guidance</li> <li>Locate Venue</li> <li>Create Committee</li> <li>No update</li> </ul>	
3.21	Employer Recognition <ul style="list-style-type: none"> <li>Have we created a list of companies? Said to be 5</li> <li>No update</li> </ul>	Tim D. /Josephine W. /Vineet
3.22	Product Guide <ul style="list-style-type: none"> <li>RepGuide.co Update/Sample- still waiting on sample</li> <li>Lance received sample</li> <li>Results from survey, not much interest with hard copy. Lance to outline arrangement on publisher of product guide</li> </ul>	Lance B.
3.23	Sponsorship <ul style="list-style-type: none"> <li>November Meeting <ul style="list-style-type: none"> <li>Sponsor Slide</li> </ul> </li> <li>Sponsorship form has been updated, added ability to reserve foursome for golf outing</li> <li>Qty of sponsorships per level – keep as is</li> <li>Bob to include verbiage requested by Lance on product</li> <li>Sponsorships to be paid by check only – checks to go directly to Catie</li> </ul>	Bob P.
3.22	Presidential Award of Excellence (PAOE) <ul style="list-style-type: none"> <li>Update</li> </ul>	Committee Chairs
<b>4.0</b>	<b>Other Business</b>	
4.1	January Meeting - Venue and speaker confirmed	Will F/Lucas R
4.2	Volunteers <ul style="list-style-type: none"> <li>Need to fill DEI</li> </ul>	
4.3	<ul style="list-style-type: none"> <li>Stipend of \$1000 to be available to people on the officer track and past Presidents. Lance proposing: <ul style="list-style-type: none"> <li>Increase the stipend to \$1,500. (As I found this year, \$1,000 barely covers registration.)</li> <li>Make it apply to the VP, Pres-elect, Pres, Past Pres. (In 2016, Treasurer wasn't officer track. Now it is. However, the provision that requires paying back the stipend if you don't complete the office track is impractical. Therefore, I propose that after you've made it through either of the alternating 2-year positions, you should be eligible for the stipend.)</li> <li>Make the stipend available up twice to each eligible person: once in a pre-presidential year and once during/after the presidential year. (This allows for both intended benefits of the program: introducing our officers to the society process ahead of the presidential year and giving our chapter influence at the society conference by an outgoing officer.)</li> <li>Do not donate unused stipends to RP. (This practice has proved impractical to track, and it doesn't really help us meet our RP goals, which in practice we meet by making periodic lump sum donations.)</li> </ul> </li> <li>To be reviewed and revisited next meeting</li> </ul>	
4.4	Event Calendar <ul style="list-style-type: none"> <li>See attached – Any Additions?</li> <li>Working on FEB and March</li> </ul>	Officers / Chairs
<b>5.0</b>	<b>Adjournment</b>	Will F.

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|  | <ul style="list-style-type: none"><li>• past president house fire – looking for support – Matt to assist with a GoFund me page - <a href="https://gofund.me/842a8d28">https://gofund.me/842a8d28</a></li><li>• Motion to adjourn – Lance and 2<sup>nd</sup> by Lucas</li></ul> |  |
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