



Board Meeting Agenda 2023-24

Date of Meeting: December 12th, 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	
Lucas Rowe	Vice President, CTTC Chair	lrowe@accuspecinc.com	X
Kellie Sacco	Secretary, Sustainability Chair	kelliemsacco@rtforbes.com	X
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	x
Deanna Adkison	BOG (21-24), Nominating	dadkison@f-t.com	
Drew Brown	BOG (21-24), Attendance Chair	dbrown@fiainc.com	x
Dan Diorio	BOG (22-25), Nominating	dan.diorio@bc.edu	
Amy Gebhardt	BOG (22-25)	amy.gebhardt@victaulic.com	
Matt Hallock	BOG (22-25), YEA Chair	matt@trumbullcampbell.com	X
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	X
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	
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	
Noah Stevens	SA & Scholarship Chair	Noah.Stevens@arup.com	
	Sustainability Chair	Matthew Halley	
Kevin Doty	Professional Development Chair	kevin.doty@victaulic.com	
	DEI Chair		

Additional Attendees:

Name	E-mail	Committee Assignment
Steve Sill		
Matthew Halley		Sustainability

Item No.	Item Description	Action/Resp.
1.0	Opening Remarks	Will F.
1.1	Welcome and Introductions <ul style="list-style-type: none"> Starting with the statement on Code of Ethics Meeting Meeting minutes 	
2.0	Old Business	
2.1	Treasurer's Report <ul style="list-style-type: none"> Catie review report sent out 12/12/2023 Catie and Will to review budget 2023-2024 Investment Options - 	Catie B.
3.0	New Business	
3.1	Attendance <ul style="list-style-type: none"> New Nametag Solution 	Drew B.
3.2	Chapter Technology Transfer Committee (CTTC) <ul style="list-style-type: none"> Technology Award – Announcing in two months DL Confirmation – January confirmed. Still need February (confirm DL) January Meeting Topic – Lucas to confirm PDH's 	Lucas
3.3	Government Affairs Committee (GAC) <ul style="list-style-type: none"> Scheduling another Day on the Hill – Spring 2024 	Ben P.
3.4	Historian Carry over from last year's planning meeting: <ul style="list-style-type: none"> Update the chapter bio on the website - 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.) E Edman looking for old newsletters to be scanned and archived 	Eric E.
3.5	Honors & Awards <ul style="list-style-type: none"> Heard from Society – looking for an individual Richard Berry from Gloucester MA – award for being member since 1949 	Bob P./ Dan D.
3.6	Membership Promotion (MP) <ul style="list-style-type: none"> 	Tim D./ Josephine
3.7	Newsletter <ul style="list-style-type: none"> Sent 12/7 – looked great Josephine reports its going well Finalize sponsorship page for January News letter 	Josephine W.
3.8	Nominating <ul style="list-style-type: none"> Form Nomination Committee Recruit next year 	Bob P.
3.10	Publicity <ul style="list-style-type: none"> LinkedIn – Post & Repost/Share Website Update – Confirmed membership list is uploaded once a month 	Ben K.
3.11	Refrigeration <ul style="list-style-type: none"> No update 	Steven T.
3.12	Research Promotion (RP) <ul style="list-style-type: none"> 38.1% of Goal (\$33,500) Up \$2,180 YTD Comparison 	Lance B.
3.13	Sustainability <ul style="list-style-type: none"> Welcome Matt & Dean 	Matt & Dean

	<ul style="list-style-type: none"> • Sarah shared responsibilities of chair position (programs, discussions, etc) – potential Feb or March lecturer for sustainability topic 	
3.14	<p>Special Events</p> <ul style="list-style-type: none"> • Product Show Update <ul style="list-style-type: none"> ◦ Venue secure – More to come April 9, 2023 • Regional Dinner In Chicago – 1/21/2024 at the Emerald 	Vineet
3.15	<p>Student Activities (SA)</p> <ul style="list-style-type: none"> • Consider February Student Night – • Possibly move Feb meeting to Cambridge to get more students • STEM Leadership Award • Make Sure Advisors are on the Newsletter • Newsletter – Scholarships • One student attended last month, two students applied for scholarships • Setting up meetings with Wentworth and MIT ASHRAE groups – Grace looking for speakers (January) • Advisors of student groups are looking into stipends for student ASHRAE chapters. - \$1,000/per year available historically for support. Proposal needed to the board. 	Noah S.
3.16	<p>Website</p> <ul style="list-style-type: none"> • Any necessary improvements/feedback? • No updates 	Ben K.
3.17	<p>Diversity in ASHRAE (DEI)</p> <ul style="list-style-type: none"> • No update 	Open
3.18	<p>Young Engineers in ASHRAE (YEA)</p> <ul style="list-style-type: none"> • Mary mentioned getting an FE or PE teacher for a study night for YEA members 	Matt H.
3.19	<p>Golf Committee</p> <ul style="list-style-type: none"> • Raffles – Donation / Purchases • Sponsorships (Lunch/Dinner/Beverage/Range/Tee) –looking to confirm date and limit for sponsorship • Tee Gifts - (Jacket/Hat?) 	Matt H.
3.20	<p>CRC (2026)</p> <ul style="list-style-type: none"> • Meet with CT team for guidance • Locate Venue • Create Committee • No update 	
3.21	<p>Employer Recognition</p> <ul style="list-style-type: none"> • Have we created a list of companies? Said to be 5 	Tim D. /Josephine W. /Vineet
3.22	<p>Product Guide</p> <ul style="list-style-type: none"> • RepGuide.co Update/Sample- still waiting on sample 	Lance B.
3.23	<p>Sponsorship</p> <ul style="list-style-type: none"> • November Meeting <ul style="list-style-type: none"> ◦ Sponsor Slide • Sponsorship form has been updated, added ability to reserve foursome for golf outing • Qty of sponsorships per level – keep as is • Bob to include verbiage requested by Lance on product • Sponsorships to be paid by check only – checks to go directly to Catie 	Bob P.

3.22	Presidential Award of Excellence (PAOE) <ul style="list-style-type: none"> • Update 	Committee Chairs
4.0	Other Business	
4.1	January Meeting <ul style="list-style-type: none"> - Venue and speaker confirmed 	Will F/Lucas R
4.2	Volunteers <ul style="list-style-type: none"> • Need to fill DEI 	
4.3	Chapter Assessment <ul style="list-style-type: none"> • 	
4.4	Event Calendar <ul style="list-style-type: none"> • See attached – Any Additions? • Working on FEB and March 	Officers / Chairs
5.0	Adjournment <ul style="list-style-type: none"> • past president house fire – looking for support – Matt to assist with a GoFund me page • Motion 	Will F.