



Planning Meeting 2023-24

Meeting Minutes

Date of Meeting: September 20th 2023

Location: Virtual

Attendees:

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)		Y
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	N
Dan Diorio	BOG (22-25), Nominating	dan.diorio@bc.edu	Y
Amy Gebhardt	BOG (22-25)	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	Y
Ben Pignatelli	BOG (23-26), GAC Chair	bpignatelli@energy-solution.com	Y
Tim Driscoll	BOG (23-26), MP Co-Chair	timothydriscoll@siemens.com	
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	
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	
	Sustainability Chair		
Kevin Doty	Professional Development Chair	kevin.doty@victaulic.com	
	DEI Chair		

Additional Attendees:

Name	E-mail	Committee Assignment

Item No.	Item Description	Action/Resp.
1.0	Opening Remarks	Will F.
1.1	Welcome and Introductions	
2.0	Old Business	
2.1	<ul style="list-style-type: none"> • Treasurer's Report 	Catie B.
3.0	New Business <ul style="list-style-type: none"> • CRC <ul style="list-style-type: none"> ○ CRC Awards – reach out to recipients and give out at next meeting – invite & comp tix. • Gillette <ul style="list-style-type: none"> ○ Successful, website registration went well • Basecamp <ul style="list-style-type: none"> ○ Keep Documents uploaded in basecamp • Suitability Chair <ul style="list-style-type: none"> ○ Open Position – promote on website (webmaster) and news letter 	
3.1	Attendance	Drew B.
3.2	Chapter Technology Transfer Committee (CTTC) <ul style="list-style-type: none"> • 4 Distinguished Lecturers for 23/24 <ul style="list-style-type: none"> ○ Oct, Nov, Jan, Feb confirmed DL ○ Still need one for Dec ○ Tech sessions needed – related to topics ○ Meetings possibly moving from the Embassy Suits 	Lucas
3.3	Government Affairs Committee (GAC) <ul style="list-style-type: none"> • Day on the Hill <ul style="list-style-type: none"> ○ 	Ben P.
3.4	Historian Carry over from last year's planning meeting: <ul style="list-style-type: none"> • Update chapter bio on website • 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.) 	Eric E.
3.5	Honors & Awards <ul style="list-style-type: none"> • Regional Awards due close of business on Wednesday August 9th , 2023 <ul style="list-style-type: none"> ○ CRC Awards 	Bob P.
3.6	Membership Promotion (MP) <ul style="list-style-type: none"> • 5 new members per month <ul style="list-style-type: none"> ○ Recognition at CRC ○ Keeping with last years efforts 	Tim D./ Josephine
3.7	Newsletter <ul style="list-style-type: none"> • Next Newsletter • Josephine offered to assist 	.Jake O.
3.8	Nominating <ul style="list-style-type: none"> • 	Bob P.
3.10	Publicity <ul style="list-style-type: none"> • linkedIn 	Ben K.

	<ul style="list-style-type: none"> Website Update 	
3.11	Refrigeration <ul style="list-style-type: none"> Event in October 	Steven T.
3.12	Research Promotion (RP) <ul style="list-style-type: none"> Recognize all donors at chapter event and work with Webmaster to promote sponsorships . Attend Centralized RP training – unable to attend. Gained access to the site. Lance to send out fill circle email. 	Lance B.
3.13	Sustainability <ul style="list-style-type: none"> Open position 	
3.14	Special Events <ul style="list-style-type: none"> Product show Update – slated for spring 2024 To confirmed that Quincy Marriot free – pipe and drape also free spring 2024. Eric will follow up and copy Vineet & officers Vineet to chair, Eric to consult. 	Vineet
3.15	Student Activities (SA) <ul style="list-style-type: none"> Communications with Ashley Keller (SA RVC) – meeting on Friday 	Noah S.
3.16	Website <ul style="list-style-type: none"> Website training went well – training is online for admins 	Ben K.
3.17	Diversity in ASHRAE (DEI) <ul style="list-style-type: none"> 	Deanna A.
3.18	Young Engineers in ASHRAE (YEA) <ul style="list-style-type: none"> Potential events before Halloween 	Matt H./ Amy G.
3.19	Golf Committee <ul style="list-style-type: none"> Pine Hills Eric makes Motion to limit to four foursomes – Lance seconds Will opposes Registration to reopen if spots don't sell out Raffles, sponsorships, gifts 	Matt H.
3.20	CRC <ul style="list-style-type: none"> Motions 	Officers / Chairs
3.21	Employer Recognition <ul style="list-style-type: none"> Have we created a list of companies? Said to be 5 Where & when? We usually have a special event just for this, but we may want to hold off until next year for a separate event Most active member recognition? May help with Membership promotion as well 	Tim D. /Josephine W. /Vineet
3.22	Product Guide <ul style="list-style-type: none"> Update / plan moving forward 	John S./Lance B.
3.23	Sponsorship <ul style="list-style-type: none"> When do we want to start this for next year? <ul style="list-style-type: none"> Start earlier, promote sponsorships 	

3.22	Presidential Award of Excellence (PAOE) <ul style="list-style-type: none"> Review for the year 	Committee chairs
4.0	Other Business	
4.1	October Meeting <ul style="list-style-type: none"> 10/17/2023 Embassy Suits Waltham MA - 	Will F. / Lance B.
4.2	Volunteers <ul style="list-style-type: none"> Need to fill sustainability, DEI, product guide, and possibly Newsletter/Communication chairs 	
4.3	Chapter Assessment	Vineet N.
4.4	Event Calendar <ul style="list-style-type: none"> See attached Potential ALI events to take place in Boston 	Officers / Chairs
5.0	Adjournment	Will F.