

Board of Governors Meeting Agenda

Date of Meeting: Dec 10, 2024

Location: Embassy Suites Waltham

Name	Position Held	Email Alias(es)	Email	Attendance
Lance Brown	President, RP Co-Chair	C001, C001RPC	president@ashraeboston.org	X
Lucas Rowe	President-Elect, RP Chair, CTTC Co-Chair	C001PE, C001RP, C001CTTCC		X
Kellie Sacco	Vice President, CTTC Chair	C001VP, C001CTTC		
Catie Ball	Treasurer	C001tr		X
John Maw	Secretary	C001sec		X
Allison Guttadauro	BOG (23-26)	C001BOG1		X
Ben Pignatelli	BOG (23-26), GAC Chair	C001BOG2, C001GAC		X
Deanna Adkison	BOG (24-27), DEI Chair	C001BOG3		X
Dan Diorio	BOG (22-25), Nominating	C001BOG4		
Enrica Galasso	BOG (24-27), GAC Co-Chair	C001BOG5		
Josephine Wendroth	BOG (22-25), Newsletter Editor, MP Co-Chair	C001BOG6, C001memC		X
Matt Hallock	BOG (22-25), YEA Chair	C001BOG7, C001YEA		X
Michael Coulanges	BOG (24-27)	C001BOG8		
Matthew Halley	BOG (22-25) Sustainability Co-Chair, GAC Member	C001BOG9,		
Tim Driscoll	BOG (23-26), MP Co-Chair	C001BOG10, C001mem		X
Vineet Nair	BOG (23-26), CRC Chair	C001BOG11		
Ali Rifai	SA & Scholarship Chair; Communications Chair	C001sa, C001CC		
Will Fisher	BOG (24-27)	-		X
Drew Brown	Attendance Chair	-		
Bob Persechini	Nominating & Honors/Awards Chair	-		X
Kevin Doty	Historian	C001his		
Ben Kleine-Kracht	Webmaster	C001web		
Steven Tafone	Refrigeration Committee Chair	C001ref		X
Dean Lees	Sustainability Co-Chair	-		

Additional Attendees:

Name	Position Held	Email	Attendance
Sarah Maston	Society Treasurer		X
Charles Bertuch	Region 1 DRC		

Item No.	Item Description	Action/Resp.
1.0	Call to Order	Lance
1.1	Welcome <ul style="list-style-type: none"> Value Statement Introductions 	Lance
1.2	Adoption of the Agenda	Lance
1.3	Quorum	John
2.0	Standing Committees	-
2.1	Treasurer <ul style="list-style-type: none"> April thru October monthly reports: issue with Star Pay; open tickets with StarChapter, discrepancy on amounts <ul style="list-style-type: none"> New info today may lead to resolution Were previously not having fees taken out due to a block on banking account Reverting to StarChapter taking fees out of each transaction, as opposed to one lump sump per year URS compliance update: with accountant <ul style="list-style-type: none"> Chapter P.O. box: accountant receives our mail for now; can wait CD: \$100k min to avoid fee in checking account; Lucas to circle back with Chase Chapter is currently registered with A.G., not Secretary of State Lucas working with Chase on changing bank account name to match Federal documentation to "American Society...", doing business as "ASHRAE Boston Chapter", rather than "Boston Chapter of ASHRAE" 	Catie B.
2.2	Attendance <ul style="list-style-type: none"> November Meeting Attendance: 32 December Meeting: 66 registered 	Drew
2.3	Chapter Technology Transfer Committee (CTTC) <ul style="list-style-type: none"> Calendar <ul style="list-style-type: none"> Dec – Decarb, Bruce Lindsay (Trane) & tech session by Jeff Myrdek (CBRE) on decarb audits Jan – Smart Buildings, BOMA to co-promote & poster session. Poster session during networking period. Feb – Airside heat recovery with 62.1 tech session. Rescheduled to 2/4. Mar – John meeting with presentation team (CDM Smith, Eversource) monthly April – Stairway pressurization with tech session by Steve T. <ul style="list-style-type: none"> Potential discussion of tariffs impact May – ASPE/ASHRAE Joint Meeting? Taking place the day after our golf tournament. ASPE to "host", ASHRAE will co-promote. 	Kellie
2.4	Government Affairs Committee (GAC) <ul style="list-style-type: none"> Training for BOG – completed during Dec. 10th BOG meeting 	Ben P.
2.5	Historian	Kevin
2.6	Honors & Awards <ul style="list-style-type: none"> DSA & ESA need to be submitted by next May 1st, 2025. Any contact from eligible members? 	Bob P.

2.7	<p>Membership Promotion (MP)</p> <ul style="list-style-type: none"> • Member numbers – 973 members as of 12/10/2024 • The following changes have been drafted and will be voted on in Orlando: <ul style="list-style-type: none"> ○ “Smart Start” becoming “Young Professional” membership with 2 year introductory rate ○ Lifetime membership will have a service component for free life membership. “Tenured” membership will be offered at a reduced rate for those who do not meet service requirements 	Tim D./ Josephine
2.8	<p>Newsletter</p> <ul style="list-style-type: none"> • Article due dates moved up slightly • Invites go out 2 weeks before meeting, newsletter 1 week before plus reminder • February Newsletter to go out in late January, as meeting will be held of Feb. 4th 	Josephine
2.9	<p>Nominating</p> <ul style="list-style-type: none"> • Need Treasurer 2025-2027 	Bob P.
2.10	<p>Communications</p> <ul style="list-style-type: none"> • LinkedIn posts: So far about events. Will post more about educational programs, photos. • Should incorporate a post after December’s meeting with photos 	Ali
2.11	<p>Website</p> <ul style="list-style-type: none"> • Lucas setting up meeting with StarChapter on Friday (12/13) for training on website 	Ben K.
2.12	<p>Refrigeration</p> <ul style="list-style-type: none"> • Planning for refrigeration installation tech session in April <ul style="list-style-type: none"> ○ 	Steve
2.13	<p>Research Promotion (RP)</p> <ul style="list-style-type: none"> • Donor recognition <ul style="list-style-type: none"> ○ Presented plaques during Dec meeting • Full Circle / Plus – Nov 15 - Achieved 	Lucas
2.14	<p>Sustainability</p> <ul style="list-style-type: none"> • Community sustainability project: working with 2Life Communities. <ul style="list-style-type: none"> ○ Matt coordinating on tree planting activity. Will not count to Society • Community service project: plan to participate in Earth Day cleanup 	Matt Halley
2.15	<p>Special Events</p> <ul style="list-style-type: none"> • 2026 CRC <ul style="list-style-type: none"> ○ Narrowed down to the Westin Seaport. ○ Considering Holding Product Show and CRC Together (see Nov minutes for notes). ○ Started monthly meeting (last Tuesday) in Sept, skipped Oct & Nov, Dec ○ Reference information included as an appendix to these minutes <p>Motion 1: Approve hosting both the Product show and CRC in August 2026. This motion shall also approve the release of \$7,500 as deposit for Boston chapter’s 2026 Product Show to be held on 8/20/2026 at Westin Seaport (Galleria).</p> <ul style="list-style-type: none"> ○ Regarding hosting the Product show & CRC: Holding both in August ’26 requires 3-day commitment for volunteers. Board requested a schedule quantifying the volunteer requirements by day. <p>Motion 2: Approve the creation of new bank account to receive and distribute funds as they relate to CRC 2026. This motion also requires the chapter to fund this account for \$2,000 to maintain the minimum account balance. This amount shall be a no interest loan to be paid back to the chapter at the conclusion of 2026 CRC.</p> <p>Motion 3: Approve the release of \$10,000 as first deposit for the 2026 CRC. This deposit shall be a no interest loan to be paid back to the chapter at the conclusion of 2026 CRC (deposit to be paid to Westin for the CRC event).</p>	Vineet (CRC)

	<p>Lucas makes motion to create new bank account to receive funds as they relate to CRC 2026 for up to \$20,000. Seconded by Tim D. Motion carries.</p> <p>Lucas makes a motion to disburse \$10,000 to the Westin Seaport from that account for CRC 2026. Seconded by Ben P. Motion carries.</p> <p>Tabled the numbered motions to a later BOG meeting in which Vineet can lead/participate in discussion.</p>	
2.16	<p>Student Activities (SA)</p> <ul style="list-style-type: none"> • MBO: in progress. Meeting quarterly with Ashley. • Scholarship information updated on website. • Chase Gibson (SMMA) would like to present to student chapters. Chase is also interested in becoming an ASHRAE mentor. 	Ali
2.17	<p>Diversity in ASHRAE (DEI)</p> <ul style="list-style-type: none"> • Looking for someone to take over committee next year (starting July 2025). Allison is interested. • DEI event in March to commemorate meeting on Women in History. Deanna to have meeting to discuss further. 	Deanna
2.18	<p>Young Engineers in ASHRAE (YEA)</p> <ul style="list-style-type: none"> • Have one event in Jan or Feb. 	Matt Hallock
2.19	<p>Golf</p> <ul style="list-style-type: none"> • Matt to prepare newsletter post with save the date for January/February • Matt suggested including a table for Membership Promotion at the event, with QR code for signing up at the event • Save the Date: May 12th, 2025 • Allison can help Matt, esp. day of the event 	Matt Hallock
2.20	<p>Product Guide</p> <ul style="list-style-type: none"> • Published and distributed • Going forward, RP committee responsibility 	Lucas
2.21	<p>Sponsorship</p> <ul style="list-style-type: none"> • Setting up PayPal for easier payment option for sponsors • Sponsorship appreciation planned for December meeting • Adjustment to sponsorship packages • Working on new sponsorship form – won't be available until January 	Bob P.
3.0	Regular Chapter Business	-
3.1	<p>Previous Months' Meeting Minutes</p> <ul style="list-style-type: none"> • No formal approval required; posted to Basecamp for review. • Chapter website has thru 10/2024. 	John M.
3.2	<p>Presidential Award of Excellence (PAOE) – most items entered by volunteer except RP</p>	Lance
	<p>PAOE (To make PAOE must reach minimum in 6 of the 7 Grassroots categories)</p> <p>STAR (PAR in all categories)</p>	
3.3	<p>Announcements</p> <ul style="list-style-type: none"> • Entire BOG (incl. officers) watch Sexual Harassment Prevention Training Part 1 and Part 2 (Case Studies) and fill out Form when finished. <ul style="list-style-type: none"> ○ 15 responses thus far of 17 board members. John will reach out to remaining two. 	Lance/John
4.0	New Business	

	Boston Chapter to be put into consideration for 2027	
4.1	Motions – if not made previously	Lance
5.0	Adjournment 5:35	Lance

CRC Background Information provided by Vineet:

We have negotiated terms with Westin at Seaport to host 2026 CRC (8/20-8/22) and the Product show (**[Brown, Lance] Thursday 8/20**). Both events shall be run independently of each other with separate contracts with the hotel.

Hosting both events at the same time help with the following:

1. Showcase Boston chapter's premier event to regional attendees.
2. Encourage chapter members to attend CRC Welcome Party **[Brown, Lance] on Thursday** and interact with society and regional leadership.
3. Technical meetings shall be hosted by the product show, with CRC members welcome to attend.
4. Streamline sponsorships with sponsors having the ability to support both events simultaneously instead of a Spring 2026 Product show and Fall 2026 CRC.

Westin has offered the best terms in the seaport region and can support both events. Please see attached floor plans for details. Highlights from negotiated terms with Westin are:

1. Daily Room Rate of \$329 plus tax at 16.45%. Destination fee of \$30+tax has been waived for our group.
2. Room Rental for the Harbor Ballroom set at \$25,000 with a F&B minimum of \$40,000 for CRC 2026. A 17% service charge, 13% taxable admin charge, and 7% sales tax is added to the F&B minimum. A 25% taxable admin charge and 7% sales tax is added to function space rentals.
3. Room Rental for the Galleria set at \$10,000 with a F&B minimum of \$15,000 for Product Show 2026. Same taxes and fees as above.
4. F&B Menus : <https://mi.bookmarriott.com/e-menus/78163/view>
5. The following concessions were agreed upon for our group
 - a. 10% off banquet menus, excluding alcohol.
 - b. 10% off AV equipment rentals if Encore is chosen as AV provider.
 - c. Complementary WiFi in meeting spaces for attendees.
 - d. 20% off self-parking on-site. Daily Rate is currently set at \$49.