

Board Meeting Agenda 2024-25

Date of Meeting: July 16, 2024

Location: AKF

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		X
Catie Ball	Treasurer	C001tr		X
John Maw	Secretary	C001sec		X
Dan Diorio	BOG (22-25), Nominating	C001BOG4		X
Noah Stevens	BOG (22-25), SA & Scholarship Chair	C001BOG9, C001sa		X
Matt Hallock	BOG (22-25), YEA Chair	C001BOG7, C001YEA		X
Josephine Wendroth	BOG (22-25), Newsletter Editor, MP Co-Chair	C001BOG6, C001mem		X
Allison Guttadauro	BOG (23-26)	C001BOG1		X
Ben Pignatelli	BOG (23-26), GAC Chair	C001BOG2, C001GAC		X
Tim Driscoll	BOG (23-26), MP Co-Chair	C001BOG10, C001memc		X
Vineet Nair	BOG (23-26), CRC Chair	C001BOG11		X
Michael Coulanges	BOG (24-27)	C001BOG8		
Enrica Galasso	BOG (24-27), GAC Co-Chair	C001BOG5		X
Will Fisher	BOG (24-27)	-		
Deanna Adkison	BOG (24-27), DEI Chair	C001BOG3		
Drew Brown	Attendance Chair	-		
Bob Persechini	Nominating & Honors/Awards Chair	C001ha		X
Kevin Doty	Historian, Professional Development Chair	C001his		X
Ben Kleine-Kracht	Webmaster & Communications Chair	C001web, C001CC		
Steven Tafone	Refrigeration Committee Chair	C001ref		X
Mathew Halley	Sustainability Co-Chair, GAC Member	C001sus		X
Dean Lees	Sustainability Co-Chair	-		

Additional Attendees:

Name	Position Held	Email	Attendance
Sarah Maston	Society Treasurer		
Mary Kandaras	YEA Member		
Steve Sill	Former DRC		
Dave Black	Ireland sister chapter initiative		
Ali Rifai	Volunteered for SA		X

Item No.	Item Description	Action/Resp.
1.0	Call to Order	Lance
1.1	<p>Welcome</p> <ul style="list-style-type: none"> • Value Statement <i>In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.</i> • Introductions 	Lance
1.2	Quorum	John
1.3	<p>General</p> <ul style="list-style-type: none"> • MCO - Instructions for how we run things. Outlines responsibilities for all roles • Bylaws - The chapter "Constitution" <ul style="list-style-type: none"> ○ Bylaws have 1-Year terms, but we use the following: <ul style="list-style-type: none"> ▪ 2-Year terms for Treasurer & Secretary ▪ 3-Year terms for BOG members • StarChapter – Hosting service for website and communications <ul style="list-style-type: none"> ○ All contributors should have admin access to make changes as needed – contact Lance if you aren't able to log in • Basecamp - Platform for centralized documentation of chapter ops <ul style="list-style-type: none"> ○ Lance is admin ○ Anyone can invite committee members to access • CIQ/Aliases - Outlines what roles each BOG member has <ul style="list-style-type: none"> ○ Aliases are based on your role within the chapter ○ Aliases will auto-forward to your work email and can be used to anonymize chapter communications for BOG members 	Lance
1.4	<p>Planning</p> <ul style="list-style-type: none"> • PAOE (Communities-->Chapters-->Chapter Reports, PAOE, CIQ) <ul style="list-style-type: none"> ○ Can be accessed by all volunteers through eweb.ashrae.org ○ Newly issued PAOE from Dennis Knight ○ Points-based system that outlines the goals for each committee ○ Helpful for committee leads to set priorities for the year • MBO <ul style="list-style-type: none"> ○ Each committee lead should create their own MBO – even if it's short • CRC 8/15-8/17 Event Schedule <ul style="list-style-type: none"> ○ Save the date – the 17th in particular ○ Early bird registration ends August 1st ○ Hotel registration is separate from the CRC registration ○ Reimbursable by the chapter 	Lance

2.0	Standing Committees	-
2.1	Treasurer <ul style="list-style-type: none"> July Report 2024-2025 Budget 	Catie B.
2.2	Attendance <ul style="list-style-type: none"> Last Meeting (June I of O) Attendance: 45 <ul style="list-style-type: none"> Discussed switching from lanyards to stickers Current printer should be capable of printing them Will need to buy sticker paper 	Drew
2.3	Chapter Technology Transfer Committee (CTTC) <ul style="list-style-type: none"> Calendar <ul style="list-style-type: none"> Will keep BOG meetings aligned with chapter meetings Officers to meet about a week in advance to review agenda in an effort to keep BOG meetings to an hour Reach out to Lance & Kellie if you have any ideas for meetings Hosting the Life Members along with Past Presidents night and moving to October 	Kellie
2.4	Government Affairs Committee (GAC)	Ben P.
2.5	Historian <ul style="list-style-type: none"> Eric Edman stepped down – Kevin taking over <ul style="list-style-type: none"> Eric to help Kevin with the transition 	Kevin
2.6	Honors & Awards <ul style="list-style-type: none"> Recent Awards DSA & ESA need to be submitted by next May 1st, 2025 Dan to serve on Nominating Committee Update Bios <ul style="list-style-type: none"> Be sure to update your bios under the Biographical Info tab under profile.ashrae.org 	Bob P./ Dan D.
2.7	Membership Promotion (MP) <ul style="list-style-type: none"> July: 986 Members (25 more than July 2023) New goal: 1,006 Employer Recognition 	Tim D./ Josephine
2.8	Newsletter <ul style="list-style-type: none"> Josephine to send calendar invite reminder to submit articles (mandatory & optional) Aiming to release one week before the meeting 	Josephine
2.9	Nominating <ul style="list-style-type: none"> Needs: <ul style="list-style-type: none"> Student Activities Treasurer (next year) Noah is leaving – will need to backfill his BOG position <ul style="list-style-type: none"> Expecting to return in 1-3 years 	Bob P.
2.10	Communications <ul style="list-style-type: none"> Ali to take over posts for LinkedIn (Will took care of this last year) 	Ben K. Ali
2.11	Website <ul style="list-style-type: none"> Training on StarChapter (45 minutes) was made available <ul style="list-style-type: none"> Reach out to Lance if you're interested in watching the recording or new training on StarChapter 	Ben K.
2.12	Refrigeration <ul style="list-style-type: none"> Working on tech session Potential Topics: <ul style="list-style-type: none"> Refrigerant recovery Split systems 	Steve

	<ul style="list-style-type: none"> ○ Heat Pumps (host at BU Jenga building?) 	
2.13	<p>Research Promotion (RP)</p> <ul style="list-style-type: none"> • Sponsors pay for majority of RP each year • Centralized training for RP committee lead 	Lucas
2.14	<p>Sustainability</p> <ul style="list-style-type: none"> • Community Sustainability Project <ul style="list-style-type: none"> ○ Both chapter and society funds are available ○ Aim for something that can realistically be executed • Community Service Project – DRC objective <ul style="list-style-type: none"> ○ Could be a one-time event such as the Earth Day cleanup hosted in the past ○ Matt to take the lead 	Matt / Dean
2.15	<p>Special Events</p> <ul style="list-style-type: none"> • CRC <ul style="list-style-type: none"> ○ Vineet is the new chair of the 2026 CRC <ul style="list-style-type: none"> ▪ Looking at hotels in the Seaport area ▪ Looking for a Secretary and Treasurer for the event • DRC objective of technology awards: poster session to highlight projects 	Vineet / TBD
2.16	<p>Student Activities (SA)</p> <ul style="list-style-type: none"> • Need SA Chair – Ali volunteered • Scholarship • DRC objective of 4 contacts with students 	Noah / Ali
2.17	<p>Diversity in ASHRAE (DEI)</p> <ul style="list-style-type: none"> • Looking for someone to take over for next year (starting July 2025) 	Deanna
2.18	<p>Young Engineers in ASHRAE (YEA)</p> <ul style="list-style-type: none"> • Aiming for more technical events <ul style="list-style-type: none"> ○ Reach out to Matt with any ideas 	Matt Hallock
2.19	<p>Golf</p> <ul style="list-style-type: none"> • Save the Date: May 12th, 2025 	Matt Hallock
2.20	<p>Product Guide</p> <ul style="list-style-type: none"> • Nearing publication by RepGuide 	John S.
2.21	<p>Sponsorship</p> <ul style="list-style-type: none"> • Setting up PayPal for easier payment option for sponsors • We have sponsorship appreciation penciled in for December meeting 	Bob P.
3.0	Regular Chapter Business	-
3.1	Approval of Previous Meeting Minutes	John M.
3.2	Presidential Award of Excellence (PAOE)	Lance
3.3	Event Calendar	Lance/Kellie
4.0	New Business	
4.1	<p>Motions</p> <ul style="list-style-type: none"> • Owl for BOG meetings <ul style="list-style-type: none"> ○ Appropriating \$1,200 for a BOG A/V enhancement – Approved ○ John purchased Meeting Owl via Amazon for \$859 – can return if needed • Budget <ul style="list-style-type: none"> ○ Needs to be approved by October 	Lance Lance
4.2	<p>Volunteers</p> <ul style="list-style-type: none"> • Need SA Chair • BOG • Committee placement 	Lance / Noah
4.3	Chapter Assessment	
5.0	Adjournment	Lance

Past President Pins

- Purchased through society
- Can only be created with the year during the present year
- If purchasing retroactively, must be brought to jeweler to engrave with years