

### Board of Governors Meeting Agenda

**Date of Meeting:** Nov 12, 2024

**Location:** Doubletree Cambridge Boston

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		traveling
John Maw	Secretary	C001sec		traveling
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		
Dan Diorio	BOG (22-25), Nominating	C001BOG4		X
Enrica Galasso	BOG (24-27), GAC Co-Chair	C001BOG5		
Josephine Wendroth	BOG (22-25), Newsletter Editor, MP Co-Chair	C001BOG6, C001memC		
Matt Hallock	BOG (22-25), YEA Chair	C001BOG7, C001YEA		X
Michael Coulanges	BOG (24-27)	C001BOG8		X
Matthew Halley	BOG (22-25) Sustainability Co-Chair, GAC Member	C001BOG9,		
Tim Driscoll	BOG (23-26), MP Co-Chair	C001BOG10, C001mem		
Vineet Nair	BOG (23-26), CRC Chair	C001BOG11		X
Ali Rifai	SA & Scholarship Chair; Communications Chair	C001sa, C001CC		X
Will Fisher	BOG (24-27)	-		X
Drew Brown	Attendance Chair	-		
Bob Persechini	Nominating & Honors/Awards Chair	-		
Kevin Doty	Historian	C001his		
Ben Kleine-Kracht	Webmaster	C001web		
Steven Tafone	Refrigeration Committee Chair	C001ref		
Dean Lees	Sustainability Co-Chair	-		

Additional Attendees:

Name	Position Held	Email	Attendance
Sarah Maston	Society Treasurer		
Charles Bertuch	Region 1 DRC		
Dave Black	Ireland sister chapter initiative		

Item No.	Item Description	Action/Resp.
1.0	<b>Call to Order</b>	Lance
1.1	<p>Welcome</p> <ul style="list-style-type: none"> <li>• 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></li> <li>• Introductions</li> </ul>	Lance
1.2	Adoption of the Agenda	Lance
1.3	Quorum	John
2.0	<b>Standing Committees</b>	
2.1	<p>Treasurer</p> <ul style="list-style-type: none"> <li>• April thru October monthly reports: issue with Star Pay; open tickets with StarChapter, discrepancy on amounts <ul style="list-style-type: none"> <li>○ Stopgap: use our bank statements rather than StarPay statements. Get ready for accountant for 2024.</li> <li>○ New info today may lead to resolution</li> </ul> </li> <li>• URS compliance update: with accountant <ul style="list-style-type: none"> <li>○ Chapter P.O. box: accountant receives our mail for now; can wait</li> </ul> </li> <li>• CD: \$100k min to avoid fee in checking account; Lucas help to open <b>all accounts count towards minimum</b></li> <li>• Chapter name with Chase <b>Ginger check with society CFO and determined that the legal name for ASHRAE is "American Society..."</b></li> </ul>	Catie B.
2.2	<p>Attendance</p> <ul style="list-style-type: none"> <li>• October Meeting Attendance: 40 plus presenter</li> <li>• November Meeting: 32 registered plus presenter</li> </ul>	Drew
2.3	<p>Chapter Technology Transfer Committee (CTTC)</p> <ul style="list-style-type: none"> <li>• PDH for November meeting? Not confirmed</li> <li>• Calendar <ul style="list-style-type: none"> <li>○ Dec – Decarb, Bruce Lindsay (Trane) <b>plus possible tech session on decarb audits</b></li> <li>○ Jan – BOMA, with John <b>Kellie send promotion this week</b></li> <li>○ Feb – Heat rec with 62.1 tech session. Reschedule due to conflict with ASHRAE Winter Conference. 2/4 <b>Kellie will check with Embassy on availability</b></li> <li>○ Mar – John met with presentation team (CDM Smith, Eversource); monthly meetings scheduled</li> </ul> </li> <li>• MBO, e.g., poster session to highlight projects</li> <li>• Speaker gifts</li> </ul>	Kellie

2.4	Government Affairs Committee (GAC) <ul style="list-style-type: none"> <li>• MBO</li> <li>• Training for BOG <ul style="list-style-type: none"> <li>○ Scheduled for before the December meeting, at 4PM start</li> </ul> </li> </ul>	Ben P.
2.5	Historian	Kevin
2.6	Honors & Awards <ul style="list-style-type: none"> <li>• DSA &amp; ESA need to be submitted by next May 1<sup>st</sup>, 2025.</li> <li>• Chapter Service Award</li> </ul>	Bob P.
2.7	Membership Promotion (MP) <ul style="list-style-type: none"> <li>• No updated member numbers this month</li> </ul>	Tim D./ Josephine
2.8	Newsletter <ul style="list-style-type: none"> <li>• Have been aiming to release one week before the meeting. Need to move up the date? <ul style="list-style-type: none"> <li>○ Nov: meeting notice 11/5, newsletter 11/8</li> <li>○ Invite go out 2 weeks before meeting, newsletter 1 week before plus reminder.</li> </ul> </li> </ul>	Josephine
2.9	Nominating <ul style="list-style-type: none"> <li>• Need Treasurer 2025-2027</li> </ul>	Bob P.
2.10	Communications <ul style="list-style-type: none"> <li>• LinkedIn posts <b>So far about events. Will post more about educational programs, photos.</b></li> </ul>	Ali
2.11	Website	Ben K.
2.12	Refrigeration <ul style="list-style-type: none"> <li>• Working on tech session. With which meeting?</li> <li>• Potential Topics: <ul style="list-style-type: none"> <li>○ Refrigerant recovery</li> <li>○ Split systems</li> <li>○ Heat Pumps (host at BU Jenga building?)</li> </ul> </li> </ul>	Steve
2.13	Research Promotion (RP) <ul style="list-style-type: none"> <li>• Donor recognition <ul style="list-style-type: none"> <li>○ Lucas will work with Lubens on plaques for sponsors</li> <li>○ Lucas didn't receive hardware from ASHRAE for sponsors</li> </ul> </li> <li>• Full Circle / Plus – Nov 15 <ul style="list-style-type: none"> <li>○ <i>Officers asked to donate \$100 to RP for Full Circle – by 11/8</i></li> <li>○ <i>If donating \$150, you receive an ASHRAE Honor Roll and coin</i></li> <li>○ <i>Full Circle Plus is for BOG; bonus PAOE for each</i></li> <li>○ <i>Lucas sent email 11/6 with instructions</i></li> </ul> </li> </ul>	Lucas
2.14	Sustainability <ul style="list-style-type: none"> <li>• Community sustainability project <ul style="list-style-type: none"> <li>○ Due date for chance at society funds 11/15</li> </ul> </li> <li>• Community service project: plan to participate in Earth Day cleanup</li> </ul>	Matt Halley
2.15	Special Events <ul style="list-style-type: none"> <li>• 2026 CRC <ul style="list-style-type: none"> <li>○ Looking at hotels in the Seaport area. Likely Westin.</li> <li>○ Considering Holding Product Show and CRC Together. <ul style="list-style-type: none"> <li>▪ <b>Showcase our product show to the region.</b></li> <li>▪ <b>Chapter membership engagement in CRC (esp. welcome dinner).</b></li> <li>▪ <b>Combine technical presentations.</b></li> <li>▪ <b>Avoid needing sponsors for two events in one year. Need to clarify for sponsors what they are sponsoring.</b></li> <li>▪ <b>Product show at Westin would be cheaper than Quincy Marriott.</b></li> </ul> </li> <li>○ Started monthly meeting (last Tuesday) in Sept, skipped Oct</li> </ul> </li> </ul>	Vineet (CRC)

	<ul style="list-style-type: none"> <li>○ Vineet will share material with the board and propose a motion for funding a deposit.</li> </ul>	
2.16	Student Activities (SA) <ul style="list-style-type: none"> <li>• MBO: <b>in progress. Meeting quarterly with Ashley</b></li> <li>• <b>Chase Gibson (SMMA) would like to present to student chapters</b></li> <li>• <b>Chase interested in becoming an ASHRAE mentor</b></li> </ul>	Ali
2.17	Diversity in ASHRAE (DEI) <ul style="list-style-type: none"> <li>• Looking for someone to take over committee next year (starting July 2025) <b>Allison is interested</b></li> </ul>	Deanna
2.18	Young Engineers in ASHRAE (YEA) <ul style="list-style-type: none"> <li>• December event? <b>No need. Have one in the winter.</b></li> </ul>	Matt Hallock
2.19	Golf <ul style="list-style-type: none"> <li>• Save the Date: May 12<sup>th</sup>, 2025</li> <li>• <b>Allison can help Matt, esp. day of the event</b></li> </ul>	Matt Hallock
2.20	Product Guide <ul style="list-style-type: none"> <li>• Published and distributed</li> <li>• Going forward, RP committee responsibility</li> </ul>	Lucas
2.21	Sponsorship <ul style="list-style-type: none"> <li>• Setting up PayPal for easier payment option for sponsors</li> <li>• We have sponsorship appreciation penciled in for December meeting</li> <li>• Sponsorship packages</li> </ul>	Bob P.
<b>3.0</b>	<b>Regular Chapter Business</b>	-
3.1	Previous Months' Meeting Minutes <ul style="list-style-type: none"> <li>• No formal approval required; posted to Basecamp for review</li> <li>• Chapter website has thru 7/2023 <b>10/2024?</b></li> </ul>	John M.
3.2	Presidential Award of Excellence (PAOE) – most items entered by volunteer except RP	Lance
	<p><b>PAOE</b> (To make PAOE must reach minimum in 6 of the 7 Grassroots categories)</p> <p><b>STAR</b> (PAR in all categories)</p>	
3.3	Announcements <ul style="list-style-type: none"> <li>• Entire BOG (incl. officers) watch Sexual Harassment Prevention Training <a href="#">Part 1</a> and <a href="#">Part 2 (Case Studies)</a> and <a href="#">fill out Form</a> when finished.             <ul style="list-style-type: none"> <li>○ 13 responses thus far</li> </ul> </li> </ul>	Lance/John
<b>4.0</b>	<b>New Business</b>	
4.1	Motions – if not made previously <b>Lucas moves that we allocate \$1,200 for sponsor plaques. Matt Hallock seconded.</b> <b>Motion passed unanimously</b>	Lance
<b>5.0</b>	<b>Adjournment 5:33</b>	Lance