

**Board of Governors Meeting Minutes**

**Date of Meeting:** Oct 15, 2024

**Location:** Embassy Suites Waltham

<b>Name</b>	<b>Position Held</b>	<b>Email Alias(es)</b>	<b>Email</b>	<b>Attendance</b>
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
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		X
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		X
Matthew Halley	BOG (22-25) Sustainability Co-Chair, GAC Member	C001BOG9,		X
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		
Dean Lees	Sustainability Co-Chair	-		

Additional Attendees:

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

Item No.	Item Description	Action/Resp.
1.0	<b>Call to Order 4:30</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	Quorum <i>Yes</i>	John
2.0	<b>Standing Committees</b>	-
2.1	<p>Treasurer</p> <ul style="list-style-type: none"> <li>• July, August, September Reports – issue with Star Pay; open ticket with StarChapter regarding discrepancy on amounts <ul style="list-style-type: none"> <li>○ <i>Currently unclear how much we pay in fees for meetings; appears fees are deposited back into our account</i></li> <li>○ <i>Have reached out to StarChapter multiple times but have not heard back; Catie to continue following up w/ Star Pay</i></li> <li>○ <i>If we don't receive an answer shortly, ask to work with another service such as PayPal moving forward.</i></li> <li>○ <i>Per Sarah Maston, ASHRAE does not have any official affiliation with StarChapter, and there is no requirement to use them.</i></li> <li>○ <i>Lance to start conversation with NY chapter to see if anyone else is experiencing the same issues</i></li> </ul> </li> <li>• URS compliance update <ul style="list-style-type: none"> <li>○ <i>Need to register chapter with URS to establish that our chapter is a non-profit</i></li> </ul> </li> <li>• Chapter P.O. box <ul style="list-style-type: none"> <li>○ <i>Required for URS compliance</i></li> <li>○ <i>Currently have a P.O. box through our accountant but plan to open our own (near accountant in Framingham or in Waltham)</i></li> <li>○ <i>P.O. can scan envelopes so we know what is in the box</i></li> </ul> </li> <li>• Investment <ul style="list-style-type: none"> <li>○ <i>Ad hoc committee Not needed; treasurer to revisit options after 6-month CD matures.</i></li> <li>○ <b>Motion to open a CD for 6 months with up to \$100,000 (~4%)</b> <ul style="list-style-type: none"> <li>▪ <b>Motion by Catie B., seconded by Matt Hallock, motion passes with no objection</b></li> <li>▪ <b>Motion includes amendments to add “up to” and revise the original proposed amount from \$50,000 to \$100,000.</b></li> </ul> </li> <li>○ <i>So long as the minimum amount in checking account is less than or equal to \$50,000. CD will be \$50K - \$100K depending on the minimum.</i></li> </ul> </li> </ul>	Catie B.

	<ul style="list-style-type: none"> <li>○ <i>Keep a minimum (~\$50,000) amount in checking account available for expenditures. ~\$160,000 in cash currently.</i></li> <li>○ <i>Penalty for early withdrawal – forfeit interest on the amount being withdrawn</i></li> </ul>	
2.2	<p>Attendance <i>Chair staffing registration table; not present</i></p> <ul style="list-style-type: none"> <li>• Last Meeting (Liberty Mutual tour) Attendance: 67 including presenting team</li> <li>• <i>October meeting – 37 registered</i> <ul style="list-style-type: none"> <li>○ <i>Email went out one week prior to meeting, event was featured in newsletter</i></li> </ul> </li> <li>• <i>Allison proposed to feature meeting calendar toward the beginning of next newsletter and include calendar download</i></li> <li>• Renew license for label printer <i>Motion approved prior to meeting. Drew purchased but hadn't received code by mid-afternoon.</i></li> </ul>	Drew
2.3	<p>Chapter Technology Transfer Committee (CTTC)</p> <ul style="list-style-type: none"> <li>• PDH for October 15 – approved by PIE</li> <li>• Calendar <ul style="list-style-type: none"> <li>○ <i>Looking for topics for January &amp; February. John coordinating mutual topic with BOMA for January. Bruce Lindsay (Trane) featured speaker for December. Ben P work to assemble a panel discussion on heat recovery for February.</i></li> </ul> </li> <li>• MBO, e.g., poster session to highlight projects</li> <li>• Speaker gifts <ul style="list-style-type: none"> <li>○ <i>Kellie to have lined up for November. Will send a gift to October speaker.</i></li> </ul> </li> </ul>	Kellie
2.4	<p>Government Affairs Committee (GAC)</p> <ul style="list-style-type: none"> <li>• MBO <ul style="list-style-type: none"> <li>○ <i>Ben looking to provide training to BOG.</i></li> <li>○ <i>Tentatively scheduled for before the December (12/10) meeting (4PM start, arrive by 3:45PM) at Embassy Suites in Waltham</i></li> </ul> </li> </ul>	Ben P.
2.5	<p>Historian <i>Not present</i></p>	Kevin
2.6	<p>Honors &amp; Awards</p> <ul style="list-style-type: none"> <li>• DSA &amp; ESA need to be submitted by next May 1<sup>st</sup>, 2025. <ul style="list-style-type: none"> <li>○ <i>Per Bob P., award recipient names have been updated on the website. Awards are self-nominated, but a sponsor is needed on some</i></li> </ul> </li> </ul>	Bob P.
2.7	<p>Membership Promotion (MP)</p> <ul style="list-style-type: none"> <li>• September: 973 Members (3 fewer than August)</li> <li>• MBO <ul style="list-style-type: none"> <li>○ <i>Submitted MBO but have yet to hear back</i></li> </ul> </li> <li>• <i>Reached out to all life members, they mentioned they'd be interested in attending a Past Presidents night (hold at November meeting)</i></li> <li>• <b>Motion</b> to pay \$90 total worth of Retired Member dues for one retired chapter member to achieve Life Member <ul style="list-style-type: none"> <li>○ <i>Member was 2 years away from the 30-year mark, Society supports this, we'd be offering as a way to keep members on our roster permanently, and member agreed to the gesture. Retired member dues are \$45/year.</i></li> <li>○ <b>Motion by Tim D., seconded by Lucas Rowe, motion carries via majority vote.</b></li> </ul> </li> </ul>	Tim D./ Josephine
2.8	<p>Newsletter</p> <ul style="list-style-type: none"> <li>• Aiming to release one week before the meeting <i>No update</i></li> </ul>	Josephine
2.9	<p>Nominating</p> <ul style="list-style-type: none"> <li>• Needs: <ul style="list-style-type: none"> <li>○ Treasurer (2025-2027) <ul style="list-style-type: none"> <li>▪ <i>Reach out to Lance, Lucas, Bob if interested</i></li> </ul> </li> </ul> </li> </ul>	Bob P.
2.10	<p>Communications <i>Chair not present</i></p> <ul style="list-style-type: none"> <li>• Ali has access to post on LinkedIn; give him suggestions <ul style="list-style-type: none"> <li>○ <i>Allison suggested posting once/week for meetings, newsletter, etc.</i></li> </ul> </li> </ul>	Ali
2.11	<p>Website <i>Not present</i></p>	Ben K.

	<ul style="list-style-type: none"> <li>• Training on StarChapter (45 minutes): Ben posted on Basecamp</li> <li>• Secretary as backup to webmaster <i>Will pilot this approach this year</i></li> </ul>	
2.12	Refrigeration <i>Not present</i> <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 working with Julia on the official list – Oct 15 <ul style="list-style-type: none"> <li>▪ <i>This has been resolved</i></li> </ul> </li> <li>○ Lucas will work with Lubens on plaques 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</i></li> <li>○ <i>If donating \$150, you receive an ASHRAE Honor Roll and coin</i></li> <li>○ <i>Chapter receives 10 point bonus for each BOG member who donates \$100 or more</i></li> <li>○ <i>Per Lucas, if you do donate, please select the Boston Chapter on the Society website</i></li> </ul> </li> <li>• Tech summit opposite Product Show year? <i>Not discussed</i></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 initial proposal 11/15</li> <li>○ <i>Society-affiliated project that can be subsidized</i></li> <li>○ <i>Idea from Matt Halley – Help a non-profit org meet BERDO compliance by assisting with reporting and/or meeting emissions standards</i></li> </ul> </li> <li>• Community Service Project <ul style="list-style-type: none"> <li>○ <i>This is an outing; not funded, generally held in the Spring (default to river cleanup)</i></li> </ul> </li> </ul>	Matt
2.15	Special Events <ul style="list-style-type: none"> <li>• 2026 CRC <i>Chair not present</i> <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</li> <li>○ Start monthly meeting last Tuesday starting Sept</li> </ul> </li> </ul>	Vineet (CRC)
2.16	Student Activities (SA) <i>Chair not present</i> <ul style="list-style-type: none"> <li>• MBO: Scholarship, DRC objective of 4 contacts with students</li> <li>• <i>Professor interested in getting involved in ASHRAE @ non-affiliated school (WPI)</i></li> </ul>	Ali
2.17	Diversity in ASHRAE (DEI) <i>Chair not present</i> <ul style="list-style-type: none"> <li>• Looking for someone to take over committee next year (starting July 2025)</li> </ul>	Deanna
2.18	Young Engineers in ASHRAE (YEA) <ul style="list-style-type: none"> <li>• October event at SPIN</li> </ul>	Matt Hallock
2.19	Golf <ul style="list-style-type: none"> <li>• Save the Date: May 12<sup>th</sup>, 2025 <i>No update</i></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>• Ad hoc meeting to discuss sponsorship packages (include Lucas) <ul style="list-style-type: none"> <li>○ <i>Lucas to create a new form for sponsorship tiers, review with Bob, present at Nov BOG meeting</i></li> </ul> </li> <li>• <i>Looking for local manufacturers as sponsorship targets</i></li> </ul>	Bob P.

3.0	<b>Regular Chapter Business</b>	-																																				
3.1	Previous Months' Meeting Minutes <ul style="list-style-type: none"> <li>No formal approval required</li> <li>Posted to Basecamp for review</li> <li>Chapter website has thru 7/2023</li> </ul>	John M.																																				
3.2	Presidential Award of Excellence (PAOE) – most items entered by volunteer except RP <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">▶ Chapter Operations</td> <td style="width: 20%;">Par: 1500</td> <td style="width: 20%;">Min Points: 600</td> <td style="width: 30%;">Total Points: 280</td> </tr> <tr> <td>▶ Chapter Technology Transfer</td> <td>Par: 1500</td> <td>Min Points: 550</td> <td>Total Points: 2000</td> </tr> <tr> <td>▶ Communications</td> <td>Par: 700</td> <td>Min Points: 300</td> <td>Total Points: 0</td> </tr> <tr> <td>▶ Government Affairs</td> <td>Par: 1250</td> <td>Min Points: 500</td> <td>Total Points: 300</td> </tr> <tr> <td>▶ Historical</td> <td>Par: 500</td> <td>Min Points: 100</td> <td>Total Points: 242</td> </tr> <tr> <td>▶ Membership Promotion</td> <td>Par: 1600</td> <td>Min Points: 1000</td> <td>Total Points: 925</td> </tr> <tr> <td>▶ RP</td> <td>Par: 1050</td> <td>Min Points: 800</td> <td>Total Points: 0</td> </tr> <tr> <td>▶ Student Activities</td> <td>Par: 800</td> <td>Min Points: 500</td> <td>Total Points: 230</td> </tr> <tr> <td>▶ Young Engineers in ASHRAE</td> <td>Par: 900</td> <td>Min Points: 300</td> <td>Total Points: 1525</td> </tr> </table>	▶ Chapter Operations	Par: 1500	Min Points: 600	Total Points: 280	▶ Chapter Technology Transfer	Par: 1500	Min Points: 550	Total Points: 2000	▶ Communications	Par: 700	Min Points: 300	Total Points: 0	▶ Government Affairs	Par: 1250	Min Points: 500	Total Points: 300	▶ Historical	Par: 500	Min Points: 100	Total Points: 242	▶ Membership Promotion	Par: 1600	Min Points: 1000	Total Points: 925	▶ RP	Par: 1050	Min Points: 800	Total Points: 0	▶ Student Activities	Par: 800	Min Points: 500	Total Points: 230	▶ Young Engineers in ASHRAE	Par: 900	Min Points: 300	Total Points: 1525	Lance
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▶ RP	Par: 1050	Min Points: 800	Total Points: 0																																			
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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>10 responses thus far</li> </ul> </li> </ul>	Lance																																				
4.0	<b>New Business</b>																																					
4.1	Motions – if not made previously <ul style="list-style-type: none"> <li>MP – refer to MP section above <i>Chair not present</i></li> <li><b>Motion</b> for President stipend for attending annual/winter Society meeting             <ul style="list-style-type: none"> <li>Increase the stipend from \$1,000 to \$1,500</li> <li>Make it apply to the VP, President Elect, President, Immediate Past President.</li> <li>Make the stipend available up twice to each eligible person: once in a pre-presidential year and once during/after the presidential year.</li> <li>Do not donate unused stipends to RP.</li> <li>No more than 3 stipends granted in a budget cycle.</li> <li><b>Motion by Lance, motioned to amend to \$2,000 by Matt Halley, seconded by Allison, amendment carries, Motion carries.</b></li> </ul> </li> <li><b>Motion</b> for Past President pins: \$1,200 total for 2020-2024 (4 pins with diamond, which adds \$20-25 each)             <ul style="list-style-type: none"> <li><b>Motion by Lance, seconded by Allison, Motion carries.</b></li> </ul> </li> </ul>	Lance																																				
5.0	<b>Adjournment</b> 5:55	Lance																																				

#### LB notes about Past President Pin motion

- Purchased through society
- Incorrect info from previous meeting:
  - Can only be created with the year during the present year
  - If purchasing retroactively, must be brought to jeweler to engrave with years
- Pricing from ASHRAE.org:
  - 2020-2021: \$270
  - 2021-2022: \$270
  - 2022-2023: \$290
  - 2023-2024: \$315
  - Total: \$1,145.

#### LB notes about stipend motion:

- Increase the stipend to \$1,500. (As I found this year, \$1,000 barely covers registration.)
- Make it apply to the VP, Pres-elect, Pres, Past Pres. (In 2016, Treasurer wasn't officer track. Now it is. However, the provision that requires paying back the stipend if you don't complete the office track is impractical. Therefore, I propose that after you've made it through either of the alternating 2-year positions, you should be eligible for the stipend.)
- Make the stipend available up twice to each eligible person: once in a pre-presidential year and once during/after the presidential year. (This allows for both intended benefits of the program: introducing our officers to the society process ahead of the presidential year and giving our chapter influence at the society conference by an outgoing officer.)
- Do not donate unused stipends to RP. (This practice has proved impractical to track, and it doesn't really help us meet our RP goals, which in practice we meet by making periodic lump sum donations.)
- Added after discussion in Jan or Feb 2024: No more than 3 stipends granted in a budget cycle.