

**Board Meeting Agenda 2024-25**

**Date of Meeting:** Sept 10, 2024

**Location:** Liberty Mutual

| <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,<br>C001RPC                | president@ashraeboston.org | X                 |
| Lucas Rowe         | President-Elect, RP Chair,<br>CTTC Co-Chair     | C001PE,<br>C001RP,<br>C001CTTCC |                            | X                 |
| Kellie Sacco       | Vice President, CTTC Chair                      | C001VP,<br>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,<br>C001GAC            |                            | X                 |
| Deanna Adkison     | BOG (24-27), DEI Chair                          | C001BOG3                        |                            |                   |
| Dan Diorio         | BOG (22-25), Nominating                         | C001BOG4                        |                            |                   |
| Enrica Galasso     | BOG (24-27), GAC Co-Chair                       | C001BOG5                        |                            | X                 |
| Josephine Wendroth | BOG (22-25), Newsletter<br>Editor, MP Co-Chair  | C001BOG6,<br>C001memC           |                            | X                 |
| Matt Hallock       | BOG (22-25), YEA Chair                          | C001BOG7,<br>C001YEA            |                            | X                 |
| Michael Coulanges  | BOG (24-27)                                     | C001BOG8                        |                            | X                 |
| Noah Stevens       | BOG (22-25)                                     | C001BOG9,                       |                            |                   |
| Tim Driscoll       | BOG (23-26), MP Co-Chair                        | C001BOG10,<br>C001mem           |                            |                   |
| Vineet Nair        | BOG (23-26), CRC Chair                          | C001BOG11                       |                            |                   |
| Ali Rifai          | SA & Scholarship Chair;<br>Communications Chair | C001sa,<br>C001CC               |                            | X                 |
| Will Fisher        | BOG (24-27)                                     | -                               |                            | X                 |
| Drew Brown         | Attendance Chair                                | -                               |                            |                   |
| Bob Persechini     | Nominating &<br>Honors/Awards Chair             | -                               |                            | X                 |
| Kevin Doty         | Historian                                       | C001his                         |                            |                   |
| Ben Kleine-Kracht  | Webmaster                                       | C001web                         |                            | X                 |
| Steven Tafone      | Refrigeration Committee<br>Chair                | C001ref                         |                            |                   |
| Mathew Halley      | Sustainability Co-Chair, GAC<br>Member          | C001sus                         |                            | X                 |
| Dean Lees          | Sustainability Co-Chair                         | -                               |                            |                   |

Additional Attendees:

| Name            | Position Held                     | Email | Attendance |
|-----------------|-----------------------------------|-------|------------|
| Sarah Maston    | Society Treasurer                 |       | X          |
| Mary Kandaras   | YEA Member                        |       |            |
| Charles Bertuch | Region 1 DRC                      |       | X          |
| Dave Black      | Ireland sister chapter initiative |       |            |

| Item No.   | Item Description   | Action/Resp.      |
|------------|--|-------------------|
| <b>1.0</b> | <b>Call to Order 4:32</b>  | Lance             |
| 1.1        | <p>Welcome</p> <ul style="list-style-type: none"> <li>• Value Statement<br/><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   | John              |
| <b>2.0</b> | <b>Standing Committees</b>   | -                 |
| 2.1        | <p>Treasurer</p> <ul style="list-style-type: none"> <li>• July, August Reports</li> <li>• 2024-2025 Budget <i>Motion below</i></li> <li>• <i>Catie &amp; Lucas to have breakout meeting to discuss automating financial statements</i></li> <li>• <i>Bring up investment account per Matt Halley's suggestion at next BOG meeting</i></li> </ul>   | Catie B.          |
| 2.2        | <p>Attendance</p> <ul style="list-style-type: none"> <li>• Last Meeting (June I of O) Attendance: 45 <ul style="list-style-type: none"> <li>○ Buy sticker paper – motion? <i>No motion. CRC committee to consider.</i></li> </ul> </li> </ul>  | Drew              |
| 2.3        | <p>Chapter Technology Transfer Committee (CTTC)</p> <ul style="list-style-type: none"> <li>• Calendar <ul style="list-style-type: none"> <li>○ Hosting the Life Members &amp; Past Presidents, moving to October</li> <li>○ <i>2024 is complete, January &amp; February must be filled in</i></li> </ul> </li> <li>• MBO, e.g., poster session to highlight projects</li> </ul>  | Kellie            |
| 2.4        | <p>Government Affairs Committee (GAC)</p> <ul style="list-style-type: none"> <li>• MBO</li> <li>• <i>Ben to look into options for internal training</i></li> </ul>   | Ben P.            |
| 2.5        | <p>Historian (<i>no Kevin</i>)</p> <ul style="list-style-type: none"> <li>• <i>MBO Kevin spoke with Region 1 historian and has this squared away</i></li> </ul>  | 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. No nominations this year. <ul style="list-style-type: none"> <li>○ <i>Per Bob – few good candidates, but they'll need to fill out their bio &amp; forms. Put names in newsletter?</i></li> </ul> </li> <li>• <i>Chapter Service Award – Currently a self-nomination process. Documentation needs to be completed, then candidate must be sponsored.</i></li> </ul>  | Bob P./ Dan D.    |
| 2.7        | <p>Membership Promotion (MP) (<i>no Tim; Josephine arrived after this section was discussed</i>)</p> <ul style="list-style-type: none"> <li>• August: 976 Members (10 less than July)</li> <li>• MBO</li> </ul>  | Tim D./ Josephine |

|      |   |              |
|------|---|--------------|
|      | <ul style="list-style-type: none"> <li>• Motion: Pay \$90 Retired Member dues for one retired chapter member to achieve Life Member <ul style="list-style-type: none"> <li>○ <i>Member is two years away from Life Member at \$45/year at the retired rate</i></li> <li>○ <b>Motion was tabled. Tim to present at future BOG meeting.</b></li> </ul> </li> </ul>  |              |
| 2.8  | <p>Newsletter (<i>Josephine arrived after this section was discussed</i>)</p> <ul style="list-style-type: none"> <li>• Aiming to release one week before the meeting</li> <li>• <i>Next month's newsletter will be released slightly earlier than September's due to the meeting date</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 (next year)</li> <li>○ <i>Still in search of Treasurer for next year. Not urgent – if interested, approach Lance, Bob, Lucas</i></li> </ul> </li> <li>• Noah's BOG position <ul style="list-style-type: none"> <li>○ <i>Noah's leaving the country next month and still must be replaced.</i></li> <li>○ <b>Lance appoints Matt Halley to replace Noah's on BOG for the 2022-25 term.</b></li> </ul> </li> </ul>   | Bob P./Lance |
| 2.10 | <p>Communications</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>Ali to post future meetings on LinkedIn.</i></li> </ul> </li> </ul>   | Ali          |
| 2.11 | <p>Website</p> <ul style="list-style-type: none"> <li>• Training on StarChapter (45 minutes) was made available <ul style="list-style-type: none"> <li>○ <i>This is generic training intended for BOG available via YouTube. Ben K. to send links to the BOG.</i></li> </ul> </li> <li>• <i>Product guide available on website – Ben K. to send out via email blast.</i></li> </ul>   | Ben K.       |
| 2.12 | <p>Refrigeration (<i>no Steve</i>)</p> <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 | <p>Research Promotion (RP)</p> <ul style="list-style-type: none"> <li>• Centralized training for RP chair <ul style="list-style-type: none"> <li>○ <i>Lucas to attend</i></li> </ul> </li> </ul>  | Lucas        |
| 2.14 | <p>Sustainability</p> <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>Matt spoke with RVC (Andy)</i></li> <li>○ <i>Abstract due in November</i></li> <li>○ <i>Potential targets: schools, local parks – what can be done to make them more efficient (heat pumps, etc.)</i></li> <li>○ <i>No precedent for budget, to be voted on by BOG. Society funds are available as well</i></li> </ul> </li> <li>• Community Service Project <ul style="list-style-type: none"> <li>○ <i>Doesn't need to apply to process for the sustainability project. Can be inexpensive (river cleanup, etc.)</i></li> <li>○ <i>Idea: reach out to engineering department at a municipality (such as Salem) to see how we can help them. Smaller communities may have a more attainable need. Kellie to get Matt in touch with Salem engineering dept.</i></li> </ul> </li> </ul> | Matt / Dean  |
| 2.15 | <p>Special Events (<i>no Vineet</i>)</p> <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>▪ <i>Cannot exceed 10,000 SF due to agreement with AHR</i></li> </ul> </li> <li>○ Start monthly meeting last Tuesday starting Sept</li> </ul> </li> </ul>   | Vineet       |

|            |   |              |
|------------|---|--------------|
|            | <ul style="list-style-type: none"> <li>▪ <i>Monthly coordination meetings from now until event</i></li> </ul>   |              |
| 2.16       | <p>Student Activities (SA)</p> <ul style="list-style-type: none"> <li>• MBO: Scholarship, DRC objective of 4 contacts with students</li> <li>• <i>Meeting has been scheduled for the 24<sup>th</sup></i></li> <li>• <i>Ali finalizing paperwork for MBO and receiving training</i></li> <li>• <i>We currently have four (4) student chapters</i></li> </ul>   | Ali          |
| 2.17       | <p>Diversity in ASHRAE (DEI) <i>(no Deanna)</i></p> <ul style="list-style-type: none"> <li>• Motion for \$1,000 for a DEI committee member to attend WiA Leadership Symposium 9/26 <ul style="list-style-type: none"> <li>○ <b><i>Motion – Allison motions, Kellie seconded, no objections. Motion passes.</i></b></li> </ul> </li> <li>• Looking for someone to take over committee next year (starting July 2025)</li> </ul>  | Deanna       |
| 2.18       | <p>Young Engineers in ASHRAE (YEA)</p> <ul style="list-style-type: none"> <li>• Aiming for more technical events</li> <li>• October event? <ul style="list-style-type: none"> <li>○ <i>To be scheduled by Matt. Harpoon as a potential option. Early Nov would be ok.</i></li> </ul> </li> <li>• MBO <i>Completed by Matt Hallock</i></li> </ul>  | Matt Hallock |
| 2.19       | <p>Golf</p> <ul style="list-style-type: none"> <li>• Save the Date: May 12<sup>th</sup>, 2025 <ul style="list-style-type: none"> <li>○ <i>Coordination to begin December/January</i></li> </ul> </li> </ul>   | Matt Hallock |
| 2.20       | <p>Product Guide</p> <ul style="list-style-type: none"> <li>• Published. Need to send email to members.</li> <li>• <i>When downloaded from chapter website, the PDF is corrupted. Lucas &amp; Will looking into this</i></li> </ul>   | Lance/Lucas  |
| 2.21       | <p>Sponsorship</p> <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>• <i>Presented plaques during last November meeting. Membership promotion penciled in for December meeting as well.</i></li> <li>• <i>Plaques: Can be requested from Society to provide to 2023-24 Silver sponsors</i></li> <li>• <i>Motion at next BOG meeting for approval of expense for plaques.</i></li> </ul>  | Bob P.       |
| <b>3.0</b> | <b>Regular Chapter Business</b>   | -            |
| 3.1        | Acknowledgement of July Meeting Minutes <i>No further edits</i>   | John M.      |
| 3.2        | <p>Presidential Award of Excellence (PAOE)</p> <ul style="list-style-type: none"> <li>• Lance emailed chairs</li> <li>• Responsible to enter points: President, CTTC, Communications, GAC, Historian, MP, Student Activities, YEA</li> </ul>  | Lance        |
| 3.3        | Event Calendar  | Lance/Kellie |
| 3.4        | <p>Announcements</p> <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 email Lance that you've done so. <ul style="list-style-type: none"> <li>○ <i>John M. to email out links to BOG (including officers). Everyone must complete for chapter to get credit.</i></li> </ul> </li> <li>• Chapter Leadership Academy – Jan 10-11, Atlanta. Statement due 10/11. <ul style="list-style-type: none"> <li>○ <i>Open offer for leader candidates to attend academy in Atlanta. Each region can put forth four (4) candidates. Reach out to Matt Hallock for more information. Expenses paid by Society.</i></li> </ul> </li> </ul> | Lance        |
| <b>4.0</b> | <b>New Business</b>   |              |
| 4.1        | <p>Motions – if not made previously</p> <ul style="list-style-type: none"> <li>• Budget <ul style="list-style-type: none"> <li>○ Approve by 9/15</li> <li>○ <b><i>Motion to approve budget by Catie, Seconded by Will Fisher, no objections, Motion Passes.</i></b></li> </ul> </li> </ul>  | Lance        |

- *Bob P. suggested we be more conservative with the sponsorship forecast*
- *Can offset a loss of a Platinum sponsorship by opening up Gold sponsor positions*
- *Matt suggests opening a Quickbooks savings account at 5% APY to make interest on bank balance. Central New York chapter has investment account to invest funds*
- *Chase as main account, Bank of America (with minimal balance) to be closed this year*
- **President stipend:**
  - Increase the stipend from \$1,000 to \$1,500.
  - Make it apply to the VP, President Elect, President, Immediate Past President.
  - Make the stipend available up twice to each eligible person: once in a pre-presidential year and once during/after the presidential year.
  - Do not donate unused stipends to RP.
  - No more than 3 stipends granted in a budget cycle.
  - *Motion to be made in October*
- MP – refer to MP section above
- DEI – refer to DEI section above

|            |                         |       |
|------------|-------------------------|-------|
| <b>5.0</b> | <b>Adjournment</b> 5:35 | Lance |
|------------|-------------------------|-------|

#### Notes about stipend:

- 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.