

**Board of Governors Meeting Minutes**

**Date of Meeting:** April 8, 2025

**Location:** DoubleTree Cambridge

<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		
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		X
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,		X
Tim Driscoll	BOG (23-26), MP Co-Chair	C001BOG10, C001mem		X
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	-		X
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	-		

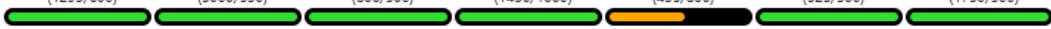

Additional Attendees:

Name	Position Held	Email	Attendance
Darcy Carbone			X
Sarah Maston	Society Treasurer		
Charles Bertuch	Region 1 DRC		
Eric Edman			

Item No.	Item Description	Action/Resp.
<b>1.0</b>	<b>Call to Order 4:40</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. (See full Code of Ethics: <a href="http://www.ashrae.org/codeofethics">http://www.ashrae.org/codeofethics</a>)</i></li> <li>• Introductions</li> </ul>	Lance
1.2	Adoption of the Agenda	Lance
1.3	Quorum	John
<b>2.0</b>	<b>Standing Committees</b>	-
2.1	<p>Treasurer</p> <ul style="list-style-type: none"> <li>• April 2024 thru March 2025 monthly reports: <ul style="list-style-type: none"> <li>○ Completed and now in Basecamp. Sent to BOG for review.</li> <li>○ <b>Motion:</b> Accept monthly treasurer reports April 2024 thru March 2025 <ul style="list-style-type: none"> <li>▪ <b>Seconded by Kellie. No objections – motion carries.</b></li> </ul> </li> </ul> </li> <li>• CD: Per October motion, open CD for \$50k to \$100k, subject to keeping at least \$50k in the checking account. Lucas or Catie needs to go into a branch because as an unincorporated entity we can't do online banking. <ul style="list-style-type: none"> <li>○ Holding off until May, once Treasurer is voted in</li> </ul> </li> <li>• Changing the chapter name with the IRS to bylaws <ul style="list-style-type: none"> <li>○ Dan provided docs from Dec 2015 to share with IRS</li> </ul> </li> <li>• PAOE item about audits <ul style="list-style-type: none"> <li>○ <i>Chapter is supposed to hire CPA to complete an audit</i></li> </ul> </li> </ul>	Catie B.
2.2	<p>Attendance</p> <ul style="list-style-type: none"> <li>• March meeting: 109 (89 ASHRAE + 20 AEE)</li> <li>• April meeting: 8 as of 4/1 <ul style="list-style-type: none"> <li>○ Close registration Friday</li> </ul> </li> <li>• Looking for someone to staff the registration table moving forward; Drew Brown to step down, <i>effective September 2025</i> <ul style="list-style-type: none"> <li>○ <i>Send Drew a message if interested</i></li> <li>○ <i>Ideally a non-board member as it conflicts with BOG meetings</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>○ April – Stairway pressurization <ul style="list-style-type: none"> <li>▪ Main session on stair pressurization – approved for PDH</li> <li>▪ Tech session on life safety dampers – approved for PDH</li> <li>▪ Kellie confirm how to administer PDHs <i>Eric took care of this</i></li> </ul> </li> <li>○ May – Co-promote ASPE meeting. Topic CO2 Heat Pumps, 5/13 (the day after our golf tournament).</li> </ul> </li> </ul>	Kellie
2.4	<p>Government Affairs Committee (GAC)</p> <ul style="list-style-type: none"> <li>• <i>Scheduling another Day on the Hill visit to Beacon Hill in June/July</i></li> </ul>	Ben P.

	<ul style="list-style-type: none"> <li>• <i>Per Will F (RVC for GAC), Dennis Knight from Society reached out in support of bill relating to health &amp; sustainable schools as it includes ASHRAE Standard 62.1; no action necessary from the chapter</i></li> </ul>	
2.5	Historian	Kevin
2.6	Honors & Awards <ul style="list-style-type: none"> <li>• DSA &amp; ESA need to be submitted by May 1<sup>st</sup>, 2025</li> <li>• <i>Chapter Service Award – Bob has list of members who Society feels should be nominated (published in previous newsletter)</i> <ul style="list-style-type: none"> <li>○ <i>ASHRAE lists all current &amp; prior positions at chapter, Society level that can be applied to the application</i></li> <li>○ <i>No hard deadline; award is presented at the CRC so we should accept applications 1 month prior</i></li> </ul> </li> <li>• <i>Will F. to work offline on draft of proposal to be presented at CRC</i></li> </ul>	Bob P.
2.7	Membership Promotion (MP) <ul style="list-style-type: none"> <li>• Member numbers – 997 members as of 4/2</li> <li>• <i>Delinquency list is released each month on Basecamp</i> <ul style="list-style-type: none"> <li>○ <i>If you see a name of someone you know on the list, please reach out to them about renewal</i></li> </ul> </li> <li>• Membership battle winner (BR+A) to be announced at the beginning of tonight’s meeting</li> <li>• <i>Membership battle award budget was previously \$200 (spent \$184 last year on Red Sox tickets)</i></li> <li>• <b>Motion:</b> <i>Not to exceed \$300 to be spent in total on Red Sox tickets for the membership battle winners.</i> <ul style="list-style-type: none"> <li>○ <b>Amended to apply only to this year, and not to be evaluated on a year-to-year basis.</b></li> <li>○ <b>Kellie moves to amend the motion to not-to-exceed \$400 in total (no specified quantity of tickets). No objections; motion carries.</b></li> </ul> </li> </ul>	Tim D./ Josephine
2.8	Newsletter <ul style="list-style-type: none"> <li>• Invites go out 2 weeks before meeting, newsletter 1 week before plus reminder</li> <li>• <i>Newsletters scheduled for May, June; none for July, August</i></li> </ul>	Josephine
2.9	Nominating <ul style="list-style-type: none"> <li>• Treasurer 2025-2027 – Tim nominated &amp; willing; <i>pending election</i></li> <li>• Ballot – Lucas prepare a draft, run it by Nom Com (Bob, Dan)</li> <li>• BOG – 3-year: Brown, Hallock, Wendroth, TBD; 1-year: Halley <ul style="list-style-type: none"> <li>○ <i>Lucas looking to fill YEA and MP chairs</i></li> </ul> </li> </ul>	Bob P.
2.10	Communications <ul style="list-style-type: none"> <li>• LinkedIn posts <ul style="list-style-type: none"> <li>○ <i>Ali posted for both March &amp; April meetings; not much traction</i></li> <li>○ <i>Ask for BOG members &amp; officers to repost ASHRAE Boston Chapter LinkedIn posts in future</i></li> </ul> </li> </ul>	Ali
2.11	Website <ul style="list-style-type: none"> <li>• Cross-promotion of “Affiliated Organizations” <ul style="list-style-type: none"> <li>○ Has been added to website below sponsors; only IFMA so far</li> <li>○ John discussing with AEE New England to have reciprocated representation; AEE board meeting 4/3 <ul style="list-style-type: none"> <li>▪ <i>This is going to a vote; pushed to May board meeting</i></li> </ul> </li> </ul> </li> </ul>	Ben K.
2.12	Refrigeration	Steve
2.13	Research Promotion (RP) <ul style="list-style-type: none"> <li>• <b>Motion:</b> Lucas moves to donate \$1,000 to ASHRAE RP for the recent added silver sponsor (Cannistraro). <b>Seconded by Vineet. No objections; motion carries.</b></li> <li>• <i>Next year’s RP chair (Kellie) should be part of sponsorship committee, per Bob P</i></li> </ul>	Lucas
2.14	Product Guide	Lucas

	<ul style="list-style-type: none"> <li>• 2025 process starts after sponsors are finalized; can start now</li> <li>• <i>Lucas reached out to Kevin; he'll be in touch when finished with other chapters</i></li> </ul>	
2.15	<p>Sustainability</p> <ul style="list-style-type: none"> <li>• Community sustainability project: solicit ideas for next year <ul style="list-style-type: none"> <li>○ <i>Matt to poll crowd before April meeting</i></li> </ul> </li> <li>• Community service project: Earth Day cleanup Saturday April 26. In newsletter. <ul style="list-style-type: none"> <li>○ Registration is live on the website; 10AM, Saturday, 4/26 <ul style="list-style-type: none"> <li>▪ <i>Three people registered so far; Matt Halley expects 7 additional registrants</i></li> </ul> </li> <li>○ <i>Ali to create LinkedIn post to promote the meeting.</i></li> <li>○ Invoice for \$2,000 received for participation. Paid.</li> <li>○ <i>Matt will present to those in attendance at tonight's meeting.</i></li> </ul> </li> </ul>	Matt Halley
2.16	<p>Special Events</p> <ul style="list-style-type: none"> <li>• 2026 CRC <ul style="list-style-type: none"> <li>○ Location: Westin Seaport</li> <li>○ Monthly committee meeting</li> <li>○ Hosting both the Product show and CRC in August 2026</li> <li>○ Vineet looking for 5 more volunteers to complete committee roster <ul style="list-style-type: none"> <li>▪ Accommodations chair</li> <li>▪ Hospitality chair</li> <li>▪ Reception &amp; Registration chair</li> <li>▪ Publicity chair</li> <li>▪ Technology chair</li> </ul> </li> <li>○ Mass Convention Authority has welcome kits available per Bob P</li> <li>○ <i>Vineet has begun conversations with event management company at the Westin Seaport to put together welcome party, awards banquet, and family tours</i></li> <li>○ <i>Actively looking for videographer to put together the "Welcome to Boston" video; looking to incorporate interviews/voice over from local chapter members</i></li> <li>○ <i>Vineet asking BOG members/officers to recruit to contacts for the committee roster listed above</i></li> </ul> </li> </ul>	Vineet
2.17	<p>Student Activities (SA)</p> <ul style="list-style-type: none"> <li>▪ SMMA willing to participate</li> <li>▪ Ali to meet at WPI for intro to ASHRAE</li> <li>▪ Waiting to hear back from Ashley on design competition plan</li> <li>○ <i>Student design project for graduate students – mid-May; Ali looking for volunteers to judge for competition (in-person or remote) in next 2 weeks</i> <ul style="list-style-type: none"> <li>▪ <i>Following ASHRAE guidelines, but not being submitted to Society</i></li> </ul> </li> <li>○ <i>Looking for cash prize for winners/runner-up</i> <ul style="list-style-type: none"> <li>▪ <b>Motion:</b> Award \$100 to winning team, \$50 to runner-up team, to be distributed as one or more gift cards. <b>No objections; motion carries.</b></li> </ul> </li> <li>○ <i>Also looking for certificate for winners/runner-up to be presented by ASHRAE Boston Chapter (2-5 members for each group)</i></li> <li>• Scholarship: <ul style="list-style-type: none"> <li>○ Only one application received, for accounting major. Ali attempting to get last-minute applications from student chapters.</li> <li>○ Increase our scholarship amount to get more interest? Ask society if we can supplement with chapter funds.</li> <li>○ <i>Ali reached out to professors to promote the scholarship; no interest from students</i></li> <li>○ <i>Looking to extend the scholarship application deadline (previously was end of March); extending to end of April (Ali to make changes to website accordingly)</i></li> <li>○ <i>Society has \$30,000 of Boston Chapter funds in a trust to help fund the \$1,500 annual scholarship; funds will be lost if not scholarship is awarded</i></li> </ul> </li> </ul>	Ali

2.18	Diversity in ASHRAE (DEI) <ul style="list-style-type: none"> <li>2025-2026 – Allison</li> </ul>	Deanna/Allison																
2.19	Young Engineers in ASHRAE (YEA) <ul style="list-style-type: none"> <li>Looking for new YEA chair</li> </ul>	Matt Hallock																
2.20	Golf <ul style="list-style-type: none"> <li>May 12<sup>th</sup>, 2025</li> <li><i>Three foursomes remaining</i></li> <li>Matt suggested including a table for Membership Promotion at the event, with QR code for signing up at the event</li> <li>As of 3/11: 49 registered, 7 set aside for sponsors who have not claimed their spot</li> <li><i>Matt still looking to fill volunteer spots; Maui Jim sunglasses gifted to volunteers</i></li> </ul>	Matt Hallock																
2.21	Sponsorship <ul style="list-style-type: none"> <li>2025 sponsors now posted on website</li> <li>Total of 28 sponsors</li> <li>1 Platinum, 11 Gold, 17 Silver - \$73k in total pledged revenue, \$44k to RP</li> <li>Several have not successfully paid yet: WSP <ul style="list-style-type: none"> <li><i>WSP sending check to Catie</i></li> </ul> </li> <li><i>Vineet looking to start sponsorship “summit” to discuss sponsorship plan for next year</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; posted to Basecamp for review.</li> <li>Chapter website has thru 3/2025.</li> </ul>	John M.																
3.2	Presidential Award of Excellence (PAOE) as of 4/1	Lance																
	<p><b>PAOE</b> (To make PAOE must reach minimum in 6 of the 7 Grassroots categories)</p> <table border="0"> <tr> <td>Chapter Operations (1295/600)</td> <td>Chapter Technology Transfer (3000/550)</td> <td>Government Affairs (800/500)</td> <td>Membership Promotion (1450/1000)</td> <td>RP (435/800)</td> <td>Student Activities (525/500)</td> <td>Young Engineers in ASHRAE (1750/300)</td> </tr> </table>  <p><b>STAR</b> (PAR in all categories)</p> <table border="0"> <tr> <td>Chapter Operations (1295/1500)</td> <td>Chapter Technology Transfer (3000/1500)</td> <td>Communications (570/700)</td> <td>Government Affairs (800/1250)</td> <td>Historical (242/500)</td> <td>Membership Promotion (1450/1600)</td> <td>RP (435/1050)</td> <td>Student Activities (525/800)</td> <td>Young Engineers in ASHRAE (1750/900)</td> </tr> </table>  <ul style="list-style-type: none"> <li>Minimum will be met in all categories</li> <li>Par already met in 2 categories</li> </ul>		Chapter Operations (1295/600)	Chapter Technology Transfer (3000/550)	Government Affairs (800/500)	Membership Promotion (1450/1000)	RP (435/800)	Student Activities (525/500)	Young Engineers in ASHRAE (1750/300)	Chapter Operations (1295/1500)	Chapter Technology Transfer (3000/1500)	Communications (570/700)	Government Affairs (800/1250)	Historical (242/500)	Membership Promotion (1450/1600)	RP (435/1050)	Student Activities (525/800)	Young Engineers in ASHRAE (1750/900)
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3.3	Announcements <ul style="list-style-type: none"> <li><i>ASHRAE prohibits using A.I. for ASHRAE business (in a banner at the top of ASHRAE’s home page)</i></li> </ul>	Lance																
4.0	<b>New Business</b>																	
4.1	Motions – if not made previously	Lance																
5.0	<b>Adjournment 5:45</b>	Lance																