

**Board of Governors Meeting Minutes**

**Date of Meeting:** February 4, 2025

**Location:** Embassy Suites Waltham

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
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,		
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		
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		X
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			X

Item No.	Item Description	Action/Resp.
<b>1.0</b>	<b>Call to Order 4:33</b>	Lance
1.1	Welcome <ul style="list-style-type: none"> <li>Value Statement</li> <li>Introductions</li> </ul>	Lance
1.2	Adoption of the Agenda	Lance
1.3	Quorum <i>as of 4:45</i>	John
<b>2.0</b>	<b>Standing Committees</b>	-
2.1	Treasurer <ul style="list-style-type: none"> <li>April thru December monthly reports: issue with Star Pay; open tickets with StarChapter, discrepancy on amounts <ul style="list-style-type: none"> <li>Caught up on 2023-24 year; still working on Aug-Jan</li> </ul> </li> <li>URS compliance update: agreement <ul style="list-style-type: none"> <li>Agreement signed; waiting on them</li> </ul> </li> <li>CD: \$100k min to avoid fee in checking account; Lucas or Catie need to go into a branch because as an unincorporated entity we can't do online banking</li> <li>Lucas working with Chase on changing bank account name. Currently the name matches what's in our bylaws. <ul style="list-style-type: none"> <li>Draft motion not put forth: update the name of the organization in chapter bylaws, in both the title and Article 1, from "Boston Chapter of ASHRAE" to "AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR CONDITIONING ENGINEERS – BOSTON," and add that the chapter "shall operate under the name 'ASHRAE Boston Chapter'." Refer to the attached markup.</li> <li>Catie discuss with accountant and attempt to change name with IRS to match bylaws/banking name.</li> <li>Chapter is an unincorporated entity, so we're unable to do online banking; Lucas/Catie must visit a branch to open an account.</li> <li>Possible bylaws updates later; chapter branding updated in 2015 per Dan.</li> </ul> </li> </ul>	Catie B.
2.2	Attendance <ul style="list-style-type: none"> <li>January meeting: 44 registered plus 13 walk-ins</li> <li>February meeting: 42 registered in advance; <i>45 registered as of 2/4</i> <ul style="list-style-type: none"> <li>Registration cut off by end of day Friday prior to meeting; only one member reached out asking for late registration</li> </ul> </li> <li>Drew Brown looking for someone to be on tag duty for March meeting; discussed cross-training someone else to run registration booth.</li> <li>Looking for ad hoc committee for addressing late/low registrations</li> </ul>	Drew
2.3	Chapter Technology Transfer Committee (CTTC) <ul style="list-style-type: none"> <li>Calendar <ul style="list-style-type: none"> <li>Feb – Airside heat recovery with 62.1 tech session. <i>No PDHs.</i></li> <li>Mar – Framingham Eversource geo-exchange pilot. John meeting with presentation team (CDM Smith, Eversource) monthly. PDH planned for main meeting. Tech session on Mass Save 3-year plan (Eversource, National Grid).</li> </ul> </li> </ul>	Kellie

	<ul style="list-style-type: none"> <li>○ April – Stairway pressurization <del>with tech session by Steve T.</del> <ul style="list-style-type: none"> <li>▪ Tech session on life safety dampers – PIE approved for PDH</li> <li>▪ Main session on stair pressurization</li> </ul> </li> <li>○ May – ASPE/ASHRAE Joint Meeting? ASPE meeting the day after our golf tournament. ASHRAE may co-promote. Topic TBD.</li> </ul>	
2.4	<p>Government Affairs Committee (GAC)</p> <ul style="list-style-type: none"> <li>• There is a set of bills that Region 1 is following</li> </ul>	Ben P.
2.5	Historian	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. Any contact from eligible members? <b>None recently.</b></li> </ul>	Bob P.
2.7	<p>Membership Promotion (MP)</p> <ul style="list-style-type: none"> <li>• Member numbers – 982 members as of end of 2024. 990 members as of 1/29.</li> <li>• Tim D to include a notice about members who are eligible for upgrade</li> <li>• Membership battle <ul style="list-style-type: none"> <li>○ Update in newsletter; Boston Chapter now has ranking per Josephine</li> </ul> </li> </ul>	Tim D./ Josephine
2.8	<p>Newsletter</p> <ul style="list-style-type: none"> <li>• Article due dates moved up slightly</li> <li>• Invites go out 2 weeks before meeting, newsletter 1 week before plus reminder</li> <li>• Newsletter emails going to junk folder <ul style="list-style-type: none"> <li>○ Per Josephine, name of sender has been changed to “ASHRAE Boston Chapter”; seems to have helped avoid spam/junk folders</li> </ul> </li> </ul>	Josephine
2.9	<p>Nominating</p> <ul style="list-style-type: none"> <li>• Treasurer 2025-2027 <ul style="list-style-type: none"> <li>○ Tim Driscoll nominated and willing to serve; to be added to ballot</li> </ul> </li> </ul>	Bob P.
2.10	<p>Communications</p> <ul style="list-style-type: none"> <li>• LinkedIn posts: So far about events. Will post more about educational programs, photos.</li> </ul>	Ali
2.11	<p>Website</p> <ul style="list-style-type: none"> <li>• Lucas met with StarChapter, has new info about how to edit page</li> <li>• Cross-promotion of “Affiliated Organizations” <ul style="list-style-type: none"> <li>○ Has been added to website below sponsors; only IFMA at the moment</li> <li>○ John to coordinate with AEE New England to have reciprocated representation</li> </ul> </li> </ul>	Ben K.
2.12	<p>Refrigeration</p> <ul style="list-style-type: none"> <li>• Planning for refrigeration installation tech session in April</li> </ul>	Steve
2.13	Research Promotion (RP)	Lucas
2.14	<p>Sustainability</p> <ul style="list-style-type: none"> <li>• Community sustainability project: solicit ideas for next year</li> <li>• Community service project: Earth Day cleanup Saturday April 26 (end of school vacation week) <ul style="list-style-type: none"> <li>○ Motion: \$2,000 donation to Charles River Conservancy in connection with chapter participation in cleanup event plus \$100 for expenses associated with a cookout afterward. Motion amended to not more than \$300 for the cookout. <ul style="list-style-type: none"> <li>▪ Lance makes motion, Allison seconds, no objections, motion passes.</li> </ul> </li> </ul> </li> </ul>	Matt Halley
2.15	<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</li> <li>○ Next deposit due at the end of March</li> </ul> </li> </ul>	Vineet

	<ul style="list-style-type: none"> <li>○ Mass Convention Authority has welcome kits available per Bob P.</li> <li>● 2027 Decarbonization Conference <ul style="list-style-type: none"> <li>○ Society is looking for a host. Boston seriously considering. Discussed at 1/31 CRC planning meeting. <ul style="list-style-type: none"> <li>▪ Need to find out how much effort is required of the chapter</li> <li>▪ Sarah mentioned 2026; less likely that chapter will participate</li> </ul> </li> </ul> </li> </ul>																																	
2.16	<b>Student Activities (SA)</b> <ul style="list-style-type: none"> <li>● Lunch and learn Wentworth &amp; SMMA</li> </ul>	Ali																																
2.17	<b>Diversity in ASHRAE (DEI)</b> <ul style="list-style-type: none"> <li>● 2025-2026 – Allison</li> <li>● DEI event in March to commemorate meeting on Women in History <ul style="list-style-type: none"> <li>○ Helena planning a meeting for March 5 with Deanna</li> </ul> </li> </ul>	Deanna/Allison																																
2.18	<b>Young Engineers in ASHRAE (YEA)</b> <ul style="list-style-type: none"> <li>● Feb 27 bowling at American Flatbread <ul style="list-style-type: none"> <li>○ Event on website, Matt Hallock to send out a notice this week</li> </ul> </li> </ul>	Matt Hallock																																
2.19	<b>Golf</b> <ul style="list-style-type: none"> <li>● Matt suggested including a table for Membership Promotion at the event, with QR code for signing up at the event</li> <li>● Save the Date: May 12<sup>th</sup>, 2025</li> <li>● Allison can help Matt, esp. day of the event</li> <li>● Waiting for sponsors to be finalized prior to sending initial invite (sent March 11<sup>th</sup> last year)</li> </ul>	Matt Hallock																																
2.20	<b>Product Guide</b> <ul style="list-style-type: none"> <li>● Going forward, RP committee responsibility</li> <li>● 2025 process starts after sponsors are finalized</li> </ul>	Lucas																																
2.21	<b>Sponsorship</b> <ul style="list-style-type: none"> <li>● 2025 sponsors now posted on website</li> <li>● Total of 25 sponsors; 19 returning from '24</li> <li>● 1 Platinum, 9 Gold, 15 Silver - \$62,000 in total revenue</li> <li>● Have a few contractors strongly considering sponsorship; Bob sent final notice to interested parties with Friday deadline</li> </ul>	Bob P.																																
<b>3.0</b>	<b>Regular Chapter Business</b>	-																																
3.1	<b>Previous Months' Meeting Minutes</b> <ul style="list-style-type: none"> <li>● No formal approval required; posted to Basecamp for review.</li> <li>● Chapter website has thru 12/2024.</li> </ul>	John M.																																
3.2	<b>Presidential Award of Excellence (PAOE) as of 2/4</b>	Lance																																
	<p><b>PAOE</b> (To make PAOE must reach minimum in 6 of the 7 Grassroots categories)</p> <table style="width: 100%; text-align: center;"> <tr> <td>Chapter Operations (1060/600)</td> <td>Chapter Technology Transfer (2500/550)</td> <td>Government Affairs (800/500)</td> <td>Membership Promotion (1075/1000)</td> <td>RP (350/800)</td> <td>Student Activities (535/500)</td> <td>Young Engineers in ASHRAE (1450/300)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b>STAR</b> (PAR in all categories)</p> <table style="width: 100%; text-align: center;"> <tr> <td>Chapter Operations (1060/1500)</td> <td>Chapter Technology Transfer (2500/1500)</td> <td>Communications (360/700)</td> <td>Government Affairs (800/1250)</td> <td>Historical (242/500)</td> <td>Membership Promotion (1075/1600)</td> <td>RP (350/1050)</td> <td>Student Activities (535/800)</td> <td>Young Engineers in ASHRAE (1450/900)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Chapter Operations (1060/600)	Chapter Technology Transfer (2500/550)	Government Affairs (800/500)	Membership Promotion (1075/1000)	RP (350/800)	Student Activities (535/500)	Young Engineers in ASHRAE (1450/300)								Chapter Operations (1060/1500)	Chapter Technology Transfer (2500/1500)	Communications (360/700)	Government Affairs (800/1250)	Historical (242/500)	Membership Promotion (1075/1600)	RP (350/1050)	Student Activities (535/800)	Young Engineers in ASHRAE (1450/900)									
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3.3	<b>Announcements</b> <ul style="list-style-type: none"> <li>● Entire BOG (incl. officers) has watched Sexual Harassment Prevention Training</li> <li>● Phishing – a few board members received bogus emails supposedly from Lance</li> </ul>	Lance																																
<b>4.0</b>	<b>New Business</b>																																	
4.1	<b>Region 10, members affected by CA wildfires. Motion?</b> <ul style="list-style-type: none"> <li>● President Knight indicated that ASHRAE is not set up to offer humanitarian aid.</li> <li>● Darcy to meet with CA members next week at the Winter Conference</li> </ul>	Lance																																

4.2	Motions – if not made previously	Lance
4.3	Massasoit Community College – looking to restart HVAC program <ul style="list-style-type: none"> <li>• Standard letter for anyone with interest in supporting the program; ask to members to provide letter of support to help get the program back up and running</li> <li>• Cutoff date?</li> </ul>	Bob
<b>5.0</b>	<b>Adjournment 5:45</b>	Lance

Markup of proposed bylaws change for reference (*not used*):

The name of the organization is the ~~Boston Chapter (herein “Chapter”)~~ of ASHRAE (~~herein “Society”~~) “AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR CONDITIONING ENGINEERS – BOSTON” and shall operate under the name “ASHRAE Boston Chapter”. The principal areas served by the Boston Chapter (herein "Chapter") of ASHRAE (herein "Society")–~~The principal area(s) served by the Chapter~~ are Worcester, Middlesex, Essex, Suffolk, Norfolk, Plymouth, Bristol, and Barnstable counties. The principal ~~city~~ cities where regular meetings will be held are Boston and Waltham, Massachusetts.